المراجعة رقم (1)

الترم الثانى





Lesson 02 Digital citizenship and social responsibility



Digital citizenship

- As a digital citizen you have:

Rights | Responsibilities



Rights

1- Privacy
2- Protection from piracy
3- Ability to engage with others online
4- Provide and access information online
5- Ability to use the internet when you need to



Responsibilities

1- Respect others' privacy
2- Respect various sources
3- Exhibit positive behavior in interactions with others
4- Ensure safe sharing online

Social responsibility

- **You can use the internet to:**
  1- Help others via social media
  2- Contribute in social activities that help solve social issues like:
    *Improving health care
    * Fighting pollution
    * Fighting the factors affecting climate change.

- **Peg Keiner uses social media** to spread information about how to safely get rid of Personal Protective Equipment (PPE) such as:

face masks | Disposable gloves







Remember

1- Express your opinions in a positive way.
2- Respect people's opinions.
3- Be sure that information sources (videos, articles) are accurate and easy to understand.
4- Don't spread false information.
5- Make sure the information you share and its purpose are clear.
6- Be mindful of the websites you use.
Stop visiting the site that spread false or harmful information

Corporate social responsibility

- Corporate social responsibility (CSR) means using the internet to help others by:
1- Addressing environmental concerns.
2- Supporting important causes.



Many companies include CSR tasks as part of their business plans

Lesson 04 Information websites

Reliable online libraries

1- The Alexandria Digital Library (ADL)



2- The Egyptian Knowledge Bank (EKB)





The Egyptian Knowledge Bank (EKB)

EKB is largest online educational resources, including:

1- Articles
2- Dictionaries
3- Encyclopedias
4- Books
5- Video
6- Audio
7- Interactive files

The Egyptian Knowledge Bank (EKB)

- Content suitable for all ages.
- Safe and accurate sources.
- Free access for all Egyptian citizens.
- Files can be downloaded to your device.
- Material that is subject to copyright.

Helpful website features

1- Search engines inside the website:

- Search engine found within a web page
- Search engine provides results based on what you type in the field.

- The EKB and ADL content have specialized search engines.

2- Icons:

They can be clicked to reach other sections or webpages.



3- Menus:

- Menus help you to find information.
- Menus help you to avoid scrolling too much time. **(easy n[illegible]tion)**



- Menus include clear titles and content information.

4- Contact and About fields:

- Contact and about fields allow visitors to contact or learn more about the people involved in a website.
- About link include taglines (short information to provide an overall theme of the website)

Website Creation

- **WordPress is a software programs used to create websites.**
- **When you start creating your website:**

1- You can choose

blank template | pre-loaded templates

2- Once you choose a template to work with, you will be able to access free design tools to create your website.

- **Home page**

Home page is the first screen a visitor will see when visiting your site.

- **Steps to create a homepage:**

1- Write website title and a tagline
2- Add contact and about me page
3- Add Menus
4- Make sure that the appealing and theme is clear

Lesson 05 Commercial and non-commercial internet services



Types of websites

Non- commercial websites

- Noncommercial websites provide information or raise awareness on an issue.



Example: EKB – ADL



Commercial websites

- Commercial websites sell products or services.



Example: Amazon

- **Commercial websites include customer reviews which help**
  - **Business**
  - **Customers** to decide if they want to buy a product or not



➢ **We can get information about a product by:**

Reviews | **Advertisements**





Positive reviews

A business or their family or friends writes their own positive reviews to make their product seem more appealing.



Negative reviews

Rival business post negative reviews under a false name on their competitors' sites to prevent customers from making a purchase.

1- Some reviews may not be entirely fake, but they may be misleading.
2- A review that's overly positive or negative shouldn't be trusted.
3- Extreme reactions to products aren't usually good indicators about a product or service's true value.

Advertisements



- Websites can use information about the sites you visit to place advertisements, that are geared towards your:

Interests | Geographic location | Age | Gender

Example 1:
Ahmed like football and electronics, when Ahmed watches videos online the advertisements that pop will be for sporting goods or computer products

Example 2:
If you visit a certain website or focus on a specific brand, the brand advertisements will pop up more whenever you visit other websites



Lesson 06 Using ICT for content creation

Microsoft Edge

- Microsoft Edge is the web browser that comes with Microsoft Windows.
- Microsoft Edge is web browser which help you browse, search, stream

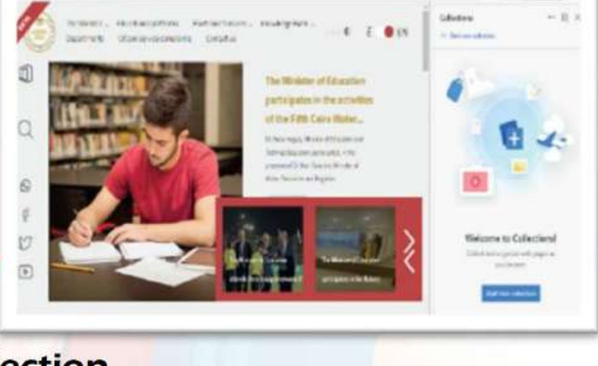
The Collections feature in Microsoft Edge

- Collection organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- In collection, you can add:

  * Web pages   * Videos   * Images (including charts and graphs)
  * Text   * Links   * Notes

- You can also export each collection to other apps (Excel and Word)

To start a collection:



1- Select Collections on the toolbar.
2- Select Start a New Collection.
3- Type the title of your collection.
4- Add content by selecting Add current page.
5- Drag an image into the collection.
6- Select text or links and drag them into a collection.

Writing help (Microsoft Editor)

You can use Microsoft Editor to check for spelling and grammar.

- **Microsoft editor will highlight problems such as:**
  * Capitalization errors
  * Sentence fragments
  * Missing or incorrect words and punctuation

- **Microsoft editor makes a <u>suggestion to correct each error.</u>**
You decide whether to accept or ignore each suggestion.

Editor icon in Word

- Select the Editor icon in from Word toolbar.
- To review possible grammar and spelling errors and refinements to improve clarity, formality, and conciseness


You can use the Editor online extension when you do searches or write emails.

Lesson 07 How to choose online sources



Online sources

- Online libraries
- Online Maps
- Online museums
- Specialized Search engines
- Website Meta information

1 - Online Libraries

- Online libraries are helpful for searching different media (images or videos)

-Online libraries sometimes include dictionaries, thesauruses and encyclopedias but these are <u>on separate sites.</u>

-Online libraries such as Alexandria Library, EKB have secure, verified information

Egyptian Knowledge Bank
بنك المعرفة المصري



2- Online Maps

- Online Maps provide clear and accurate directions to the required places
- **Google Maps** are accurate and regularly updated.

3- Online Museum

-They are wonderful reference sites that allow you to view museums digitally.
- They generally include information about each museum.

4- Specialized search engines

- Specialized search engines are very useful such as Google and Bing. Try to use appropriate keywords in your search, otherwise, some results might not be relevant.
- General search engines are also useful, but may lead you to unreliable pages or unsafe pages.




5 - A website's Meta information

- Meta information is the information about the site and its content (keywords)
- Meta information is displayed below each link in the search engine results to allows you to read more about the site before clicking on the link.
- At the bottom of websites there is information such as;

copyright notice | logo | contact information | social media icons

Clicking on these links help you know if the site reliable or not.

Lesson 08 — Choosing between synchronous and asynchronous communication



Online Communication

1- Synchronous communication

- It is a real-time communication
- Everyone interacting and taking in information at the same time
- It needs instant/ immediate response

Examples of synchronous communication tools:

Video chats | Live TV shows | Instant chat rooms




- Synchronous communication is useful when writing about a lighthearted, everyday matter, when communication with friends or family

2- Asynchronous communication

- It is a communication that does not occur in real time.
- It does not require an instant response.



Examples of Asynchronous communication tools:

Email | voice messages | text messages | recorded videos

Asynchronous communication is useful when:

- You are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away (immediate answer).

Whenever you're communicating, you should respect the following:

- **Be polite:**

* Use a polite tone in your communication.
* Even if you're upset about something, do not use language that could be upsetting to the recipient.
* Respect the recipient's feelings.



- **Be patient:**

Others may be busy or need time to respond to your message
Give them time to respond before sending another message.

- **Be helpful:**

Part of being a good digital citizen is helping others.
Use what you've learned and share what you know to help others.



- **Be clear:**

It's easy for misunderstandings to occur when communicating online.
- be sure your message is clear.
- Read it back to yourself before you send it to check for potential misinterpretations



Lesson 02 How digital devices work

Most software programs are downloaded from the internet

Installing Software



Windows PC

1- Find the program online.

2- Click the download button.

3- Click on file (from Downloads)

4- A box will pop up, follow the instructions to finish installation process



Android device

1-Tap on the Apps icon.

2- Go to the App store (Google Play stores)

3- Find the app you're looking for

4-Click Install

Updating Software

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.
- Some updates require a restart.

➢ **To manage updates:**



Windows PC

* Start button
* Settings
* Update and Security
* Windows update



Android device

* System
* System Update
* Follow the instructions to install the necessary updates.

Troubleshoot Screen freezes



Windows PC

1-Press and hold the Ctrl + Alt + Del

2- Use Task manager to shut down "not responding" program

3- press and hold down power button for several seconds.

4- Wait a few seconds before restarting your device



Android device

Hold down the power button for 30 seconds and restart.



Binary numbers system

- Computers use binary system to store data.
- Binary numbers is a language that the computer understands
- The binary system uses the **two values 1** and **0** to express data (numbers)



- Computers understand data (numbers) through binary electrical signals:

1
means ON

0
means OFF

Lesson 04 Determining the needs for a digital project



We must use technology to collect data to plan for the future.

Before starting your project, discuss in groups:

1- What will the final product be? Presentation, poster, web page, or film

2- Make list of things you need to deliver the project on time

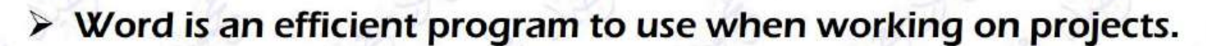
3- Decide on the tools that you need

4- Assign roles based on the strengths and interests of each group member.



Some tools you may need for a group project:

Microsoft Word





- Word is an efficient program to use when working on projects.
- You can set up a word document to be edited by numerous users at different locations by setting up online editing.
- With an internet connection group members can work together at the same time

Click Edit Documents → Edit in word for the web.

Microsoft Paint



- Microsoft paint used to create images
- You can save these images and insert it into your document.

Email



- You can use email to send your work to other group members or to your teacher.
- Email allows you to attach a document or image
- Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Assigning roles

Assigning roles group members is important, you must discuss:

- The strengths of each group member.
- The things needed to complete the project: pictures, text, data
- The tools you need to complete the project.
- The format that will be used to deliver information.
- Then discuss who might be best suited for each aspect of the project and assign roles.
- Be sure to go over any questions group members may have and answer the questions as a group or ask your teacher for help.





Lesson 05 Gathering data and presenting information in action

MS Excel

You can use Excel to create a formula, make and edit graph/ chart

1- To create the formula in the cell, Use (=)

`	Function	Formula
+	To add (sum)	= B2 + A1
-	To subtract	= B2 - A1
*	To multiply	= B2 * A1
/	To divide	= B2 / A1

2- To add up (sum) numbers:

- Select the cells you want to add together.
- Then click: Home >> AutoSum >> enter

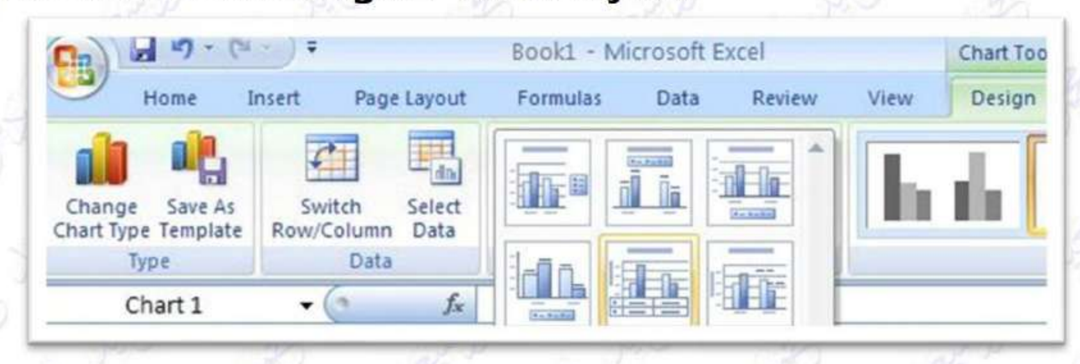
Editing Graphs

1- To Add titles
Toolbar >> Chart Design >> Add Chart Element

2- Choose the color
Toolbar >> Chart Design >> Format

3- Choose the type
Toolbar >> Chart Design >> Change chart type

4- Choose the layout
Toolbar >> Chart Design >> Quick Layout



Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information

1- Researching:
- Define a research question
- To find information use internet or offline sources (books or school library)

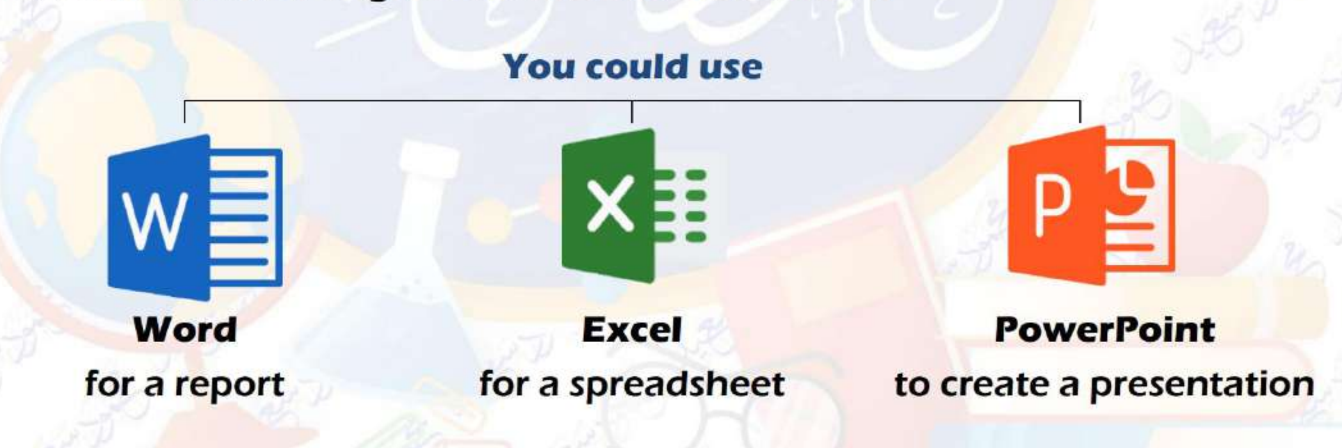
2- Collection:
- Collect data by using Word, Excel (for numeric data), and pen and paper.
- Put data into specific files and folders for different types

3- Classification:
- Classify and provide a visual representation of data drawn in the form of a graph by using Excel

4- Processing:

Process information to get to results and share them.

You could use



Word	**Excel**	**PowerPoint**
for a report	for a spreadsheet	to create a presentation

Lesson 06 Presenting information in an appealing way



An effective presentation is like your favorite TV show or movie, it's a story that you are telling your audience, whatever the content.

Microsoft Word and PowerPoint

- Text can show important information in an appealing way.
- Use one or two colors to write the information
- Put important text in **bold** to make key information stand out.
- You can insert WordArt to make text have even more impact

In PowerPoint

- Consider using different background colors.
- Use photographs that reflect the topic of your message can catch the viewer's eye.
- You can also insert shapes or even your own drawings.
- Graphs and charts are a good way to share data, especially numbers.
- Add audio to enhance your text, be sure that it's not too long or distracting.
- Using video clips in your presentation

Movie Maker

- You can use Movie Maker to make a film from a selection of still images.
- You should respect the intellectual property rights of others when using their photos, videos and audio files





Lesson 07 Producing an effective presentation

- Go to View >> Slide Sorter to see an overview of your presentation.

Storyboard

- Storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
- Storyboards allow you to plan and organize your ideas
- Storyboards allow you to tell the story you want in a simple way.
- Storyboards allow you to pre-visualize the results of presentation
- Storyboards help you give an organized and understandable presentation.

The 10-20-30 rule of Microsoft PowerPoint



10: up to ten slides only
20: no longer than 20 minutes
30: font no smaller than 30

- PowerPoint Presentation shouldn't have too much information or take up too much time that will overwhelm the audience.
- Font size should be easy to read.
- **Design tab** offers alternatives to the normal black-and-white design of your presentation.



Lesson 08 Web design principles

Creating a web page





- You can create a web page through Word Press program
- **You can also use Microsoft Word to create your web page.**

- Choose the View tab >> Web layout

- Save a file as a web page File >> Save as >> Web page.

The Web page Components:

- **Image:**



larger image that reflects the main message.

- **Heading:**

- A title that catches your audience's attention.

- It should have a larger font size than the rest of the text so that it stands out.

- **Subheadings:**

- Subheading break up information and allow your audience to see what a particular section of your story is about.

- Subheadings have a smaller font size than headings.

- **Main text:**

- The main text will tell the story.

- The main text is smaller than subheadings, but must still be clearly visible.

- Use suitable font size and simple fonts so your message is not hard to read.



*PowerPoint and web pages can include audio and video.

* HTML (Hypertext Markup Language) is the language that will be displayed on a web browser





Second term Questions Bank

اسئلة تقييمات الوزارة

Question 01 Read and Choose the Correct answer

1. Using the internet by companies to help others, and addressing environmental causes is knowing as ....
   - a) Challenges
   - b) showdowns
   - c) corporate social responsibility (CSR)
2. Protection from piracy on the internet is considered from ....
   - a) Rights
   - b) Ideas
   - c) Interactions
3. .... program is used to create websites
   - a) Excel
   - b) Word
   - c) WordPress
4. .... is considered from reliable online websites
   - a) Facebook
   - b) EKB
   - c) YouTube
5. To start a new collection on Microsoft Edge web browser, you can press ....
   - a) Start New Collection
   - b) Copy Fill
   - c) Past Fill
6. .... is considered from the non-commercial websites.
   - a) Facebook
   - b) Amazon
   - c) EKB
7. From the examples of specialized search engines ....
   - a) Bing
   - b) Word
   - c) Excel
8. From synchronous communication tools ....
   - a) Email
   - b) Instant chat rooms
   - c) Recorded video
9. To solve the problem of the screen freezing, click ....
   - a) F5+Enter
   - b) Del+F1
   - c) Crtl+Alt+Del
10. Computers understand data through .... electrical signals
    - a) Mono 1
    - b) Binary 0,1
    - c) Trilogy 3
11. To edit a document on a Word file, you must........................document
    - a) Paste
    - b) Select
    - c) Copy

12. .... helps you to send your work to your teacher and colleagues within the group
   - (a) Email
   - (b) YouTube
   - (c) Paint

13. Use .... search engine on search.
   - (a) Google
   - (b) Home
   - (c) Paint

14. .... program is used to make a film from a selection of still images.
   - (a) Word
   - (b) Paint
   - (c) Movie Maker

15. .... is a chart that shows a specific content sequence in the form of a chart.
   - (a) Storyboard
   - (b) Playlists
   - (c) Menu Bar

16. .... is the hypertext markup language.
   - (a) Java
   - (b) HTML
   - (c) Python

Question 02 put (true) or (false)

أسئلة تقييمات الوزارة

1. Protection from piracy on the internet is from Digital citizenship rights. ( )
2. The Internet is used to improve health care provided to citizens. ( )
3. Respecting others' privacy is from the digital citizenship responsibilities. ( )
4. The Internet contributes to social activities that help in some social issues. ( )
5. Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. ( )
6. It is important to make sure of the source of information you get about different topics. ( )
7. The website of Alexandria Digital Library is considered from the reliable online websites. ( )
8. The Egyptian Knowledge Bank provides many free various educational materials. ( )
9. The Egyptian Knowledge Bank is considered from the reliable online websites. ( )
10. The Egyptian Knowledge Bank website provides the ability to download files to your device. ( )
11. The website of Alexandria Digital Library and Egyptian Knowledge
Bank are considered from the reliable online websites. ( )

12. The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. ( )
13. The purpose of commercial websites is to sell products or provide services. ( )
14. Microsoft Edge enables you to create databases. ( )
15. Amazon is an example of a commercial website. ( )
16. Microsoft Edge collection enables you to add images, text, and links. ( )
17. The Egyptian Knowledge Bank is considered a non-commercial website. ( )
18. Microsoft Edge is the web browser that comes with Microsoft Windows. ( )
19. Asynchronous communication requires communication and immediate response between people. ( )
20. Digital libraries provide searching for various media such as images and videos and downloading it. ( )
21. Google digital maps enable you to locate clear and accurate directions for places. ( )
22. Instant chat rooms are asynchronous communication tools. ( )
23. Electronic museums allow users to view the museum on digital devices. ( )
24. Electronic mail is considered from synchronous communication tools which require an instant response. ( )
25. The Internet enables you to download programs and applications from official application stores. ( )
26. Computers use binary systems to store data. ( )
27. When you download a file for a specific program, this file appears to you in the Download folder. ( )
28. Computers do not understood Numbers in binary systems. ( )
29. The software on the computers must be constantly updated to work efficiently. ( )
30. The binary system uses 0,1 to express numbers on computers. ( )
31. Paint program is used when working on various projects. ( )
32. Microsoft Word allows multiple users around the world to edit the same document online ( )
33. Paint program is used to edit and save images. ( )
34. Microsoft Word is one of the useful programs for the implementation of a project. ( )

35. Before starting a project, it is not necessary for group members to understand their roles in the project ( )
36. Email helps you send your work to your teacher and group colleagues. ( )
37. Using Excel, you can add up a group of cells. ( )
38. Graphs and charts are a good way to share data. ( )
39. Using Excel, you can perform a calculation on a group of cells ( )
40. Power Point presentation program allows adding effects to slides. ( )
41. The Paint program helps you classify and process information. ( )
42. It is better to add audio content to enhance the text and image on the presentation. ( )
43. The storyboard helps you to organize your ideas in the right sequence within your presentation. ( )
44. HTML is considered a hypertext markup language. ( )
45. The presentation should contain a huge amount of information. ( )
46. Hypertext markup language (HTML) helps you to design a web page. ( )
47. The font size within the presentation should be appropriate and easy to read. ( )
48. HTML is an abbreviation for Hyper Text Markup Language. ( )
49. When you download a file for a specific program, that file appears in the Download folder. ( )
50. The binary system 0.1 is used to express numbers on computers. ( )
51. Microsoft Word allows multiple users around the world to edit the same document through the internet. ( )
52. Paint program helps you in classifying and processing information. ( )
53. HTML is a hypertext markup language. ( )

Question 01 Read and Choose the Correct answer

أسئلة اختبارات المحافظات

1. Digital citizenship is divided in to....................

ⓐ rights ⓑ responsibilities ⓒ a and b



2. Respecting others' privacy is one of your..........as a digital citizen.
   - a) rights
   - b) responsibilities
   - c) piracy
3. Digital citizenship means you have rights, such as your..............
   - a) privacy
   - b) Piracy
   - c) keyboard
4. As a digital citizen, we have.....................and responsibilities.
   - a) tasks
   - b) rights
   - c) Roles
5. ....is the abbreviation of corporate social responsibility.
   - a) GPS
   - b) CSR
   - c) ICT
6. Being socially responsible includes being mindful of the .... we use.
   - a) websites
   - b) printer
   - c) paper
7. We shouldn't spread............... information.
   - a) nice
   - b) good
   - c) false
8. Before sharing sources with others, you must be sure that they are................
   - a) untrusted
   - b) Fake
   - c) accurate
9. Expressing your opinion in a .... is a social responsibility.
   - a) positive way
   - b) negative way
   - c) a and b
10. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries
    - a) online
    - b) offline
    - c) untrusted
11. .... are from the advantages of Egyptian Knowledge Bank (EKB).
    - a) Free access
    - b) Easily to download files
    - c) Both (a) and (b)
12. The first screen a visitor will see when visiting your site is called ....
    - a) About
    - b) Homepage
    - c) Contacts
13. Safe and accurate sources are from the advantages of ....
    - a) EKB
    - b) PPE
    - c) school e-library
14. Examples of reliable online libraries include ....
    - a) Alexandria digital library
    - b) Egyptian knowledge bank
    - c) a and b



15. .... are found directly within a web page and provide results based on what you type in the field
(a) Games (b) Recipes (c) Search engines

16. The EKB and ADL websites have a specialized ....
(a) personal information (b) search engine (c) browser

17. .... is a software programs that is used to create websites.
(a) WordPress (b) Excel (c) PowerPoint

18. Websites often put..............that much your interests, geographical location, age and gender
(a) Comments (b) advertisements (c) Tools

19. The purpose of commercial websites is..............
(a) helping students (b) providing news (c) selling products

20. .... is/are ways to get information about a product
(a) Reviews (b) Advertisements (c) a and b

21. The purpose of .... websites is to sell products or services.
(a) commercial (b) share (c) libraries

22. .... is an example of a commercial website
(a) ADL (b) Amazon (c) EKB

23. The purpose of non-commercial websites is to ....
(a) Provide Information (b) raise awareness (c) b and c

24. The aim of negative reviews of a business is to.........potential customers from making a purchase
(a) encourage (b) prevent (c) Allow

25. Your friend bought one of the football equipment from Amazon, which means he used a .... site.
(a) social (b) non-commercial (c) Commercial

26. Go to collection at the .... corner of Microsoft Edge to start new collection
(a) up (b) down (c) Right

27. The .... feature in Microsoft Edge organizes research in one place and on multiple devices
(a) Search (b) Collections (c) Chat

28. In .... you can also export each collection to other apps, such as Excel and Word.
   a. Google Chrome b. Microsoft Edge c. Internet Explorer
29. The Editor icon is in word's ....
   a. title bar b. keyboard c. Toolbar
30. You can also .... each collection to other apps such as Excel and Word
   a. print b. copy c. Export
31. You can use .... to check for spelling and grammar
   a. Microsoft Editor b. collections c. YouTube
32. .... is the web browser that comes with Microsoft windows
   a. Microsoft Edge b. Firefox c. Opera
33. .... provide(s) clear and accurate directions to the required places
   a. Facebook b. YouTube c. Google Maps
34. Online libraries such as.......... have secure, verified information
   a. Alexandria Library b. EKB c. both (a) and (b)
35. Sites that allow you to view museums digitally are ....
   a. emails b. the EKB c. online museums
36. Google or Bring are very useful.............
   a. online libraries b. specialized search engines c. online museum
37. A ....is a resource to find copyright-free information
   a. creative commons search b. Google Chrome c. office apps
38. The meta information of the sites are placed .... each link.
   a. above b. below c. opposite to
39. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries b. Meta information c. About link
40. .... is from specialized search engines.
   a. Editor b. Bing c. Google Maps
41. One of the asynchronous communications digital tools is....................
   a. video chats b. instant chat rooms c. recorded videos



42. When communicating online, your friend may have misunderstanding, so your message must be ....
   a) secret b) clear c) unreliable

43. .... communication doesn't occur in real time and doesn't require an instant response.
   a) Synchronous b) Asynchronous c) Real-time

44. In online communication, you should be ....
   a) impolite b) unclear c) helpful

45. The E-mail, voice and text messages are the tool of ....communication
   a) synchronous b) asynchronous c) real

46. .... communication is real-time communication between people
   a) synchronous b) asynchronous c) Email

47. Asynchronous communication tools include ....
   a) live television shows b) email c) instant chat rooms

48. It's recommended to use .... communication to write about a light hearted or everyday matter to get the response immediately
   a) asynchronous b) synchronous c) recorded videos

49. One from of the asynchronous communications digital tools is...................
   a) text messages b) recorded videos c) live television shows

50. .... help programs to run more efficiently
   a) Installs b) Updates c) Removes

51. In the computer binary system, the number (0) means ....
   a) on b) off c) One

52. To install a software in Android devices, go to ....
   a) Google Chrome b) Google Play Store c) Windows

53. When downloading file from the internet, you will find it in ....
   a) Recycle bin b) Pictures folder c) Downloads folder

54. Most software programs, like .... are downloaded from the internet
   a) MS Office b) Google Chrome c) a and b

55. To solve the problem of the screen freezing in Windows, you can press......
   a) Enter key b) Alt+Del c) Ctrl+Alt+Del



56. To solve the problem of screen freezes on Android devices, press ....
   (a) Ctrl+Alt (b) power button for 30 seconds (c) Del+Alt+Ctrl

57. In Android to check for updates, go to .... then System Update
   (a) System (b) Search box (c) Taskbar

58. It's recommended to download software from.............. sources
   (a) unreliable (b) untrusted (c) reliable

59. The binary system uses the value(s) .... to express the binary numbers system.
   (a) 0 (b) 1 (c) a and b

60. Computers use .... to store data more efficiently.
   (a) binary system (b) the internet (c) box

61. The option .... in word program allows editing the document by multiple users
   (a) edit document for web (b) print (c) save as

62. You must press on download button to .... the program
   (a) install (b) delete (c) edit

63. Many users around the world can edit the same document if the .... feature is enabled
   (a) online editing (b) online sharing (c) online searching

64. When creating new email, you can attach ....
   (a) text file (b) image file (c) a,b

65. .... are tools you may need to make a project
   (a) Microsoft Word (b) Microsoft point (c) a,b

66. You can use .... to send your work to other group members or to your teacher
   (a) Paint program (b) YouTube (c) E-mail

67. Microsoft Word program is one of .... apps.
   (a) Microsoft Office 365 (b) Microsoft Windows (c) programming languages

68. Dr. Ponce de Leon uses .... to collect data to plan
   (a) technology (b) papers (c) electric machines



69. By using ...., you can create and save images then insert them into your document
   a. Microsoft Edge b. Microsoft Excel c. Microsoft Paint

70. To add up numbers in Excel, select the cells you want to add together, then click .... from the Home Tab.
   a. Chart Design b. Quick Layout c. AutoSum

71. You can use Microsoft Word to create ....
   a. reports b. web pages c. graphs

72. ....tab contains the AutoSum function
   a. Layout b. Home c. Design

73. The formula begins with .... sign
   a. + b. = c. -

74. .... tab in Excel contains the AutoSum function.
   a. Layout b. Design c. Home

75. To add up numbers: Select the .... you want to add together, then click: Home Tab then AutoSum the Enter
   a. cells b. column c. rows

76. The color of the graph can be chosen from the command ....
   a. Add Chart Element b. Format c. AutoSum

77. You can use the .... program to collect numeric information.
   a. Word b. Excel c. Paint

78. Excel graphs provide a .... representation of data
   a. visual b. audio c. video

79. Which of the following formulas is considered the correct formula for adding number in two cells in Excel
   a. =B2/C1 b. =B2+C1 c. =B2+C1

80. To divide the numbers within the cell in Excel, you can use the .... sign
   a. % b. / c. –

81. You can use .... program to create tables and graphs
   a. Excel b. Paint c. Google play

82. You can insert .... to make the text have even more impact.
   a. Save b. WordArt c. Paint Art



83. .... is one of the apps of Microsoft office and it's used to create presentations
   (a) Microsoft Word (b) Microsoft Paint (c) Microsoft PowerPoint

84. You can use .... program to make a film from a group of still images.
   (a) Movie Maker (b) Excel (c) Word

85. You can put important text in......... font to make key information stand out
   (a) bold (b) save (c) file

86. In PowerPoint program, you can add .... to the slide
   (a) sound (b) shapes (c) a,b

87. The 10 - 20 - 30 rule is used in the .... program.
   (a) Word (b) Excel (c) PowerPoint

88. By using storyboards, you can make .... presentation
   (a) difficult (b) understandable (c) strange

89. To make storyboards to help you produce an effective presentation, you can use ....
   (a) PowerPoint (b) Excel (c) WordPress

90. .... is a chart that shows a sequence of content that forms a plan or outline of your presentation
   (a) Graph (b) Smart Tablet (c) Storyboard

91. It is better not to exceed the duration of presentation for .... minutes.
   (a) 10 (b) 20 (c) 30

92. To see an overview of your presentation, click on view than ....
   (a) Normal (b) Slide sorter (c) Slide show

93. A presentation should not contain more than .... slides.
   (a) 10 (b) 20 (c) 30

94. When creating a presentation, the font size should be ....
   (a) difficult to read (b) very small (c) easy to read

95. The main .... should be suitable and smaller than subheadings
   (a) text size (b) picture size (c) sound length

96. Your story should have a title or .... that catches your audience's attention
   (a) subheading (b) sound (c) heading

97. To save your document as a web page, select Save As from .... menu.
   - a) Home
   - b) File
   - c) Design

98. Subheadings have a font size .... the size of the main headings.
   - a) bigger than
   - b) smaller than
   - c) the same as

99. ....stands for (Hypertext Markup Language)
   - a) HMTL
   - b) TMLH
   - c) HTML

اسئلة اختبارات المحافظات

Question 02 put (true) or (false)

1. Piracy is one of your rights as a digital citizen. ( )
2. We should express our opinions in negative way ( )
3. If a site is spreading false or harmful information, stop visiting this site. ( )
4. You should spread false information. ( )
5. One of your rights as a digital citizen is privacy on the internet ( )
6. Protection from piracy is one of your rights as a digital citizen. ( )
7. You do not have the right to use the internet when you need it. ( )
8. Make sure the information you share and its purpose aren't clear. ( )
9. One of the social responsibilities is to respect others' opinions ( )
10. You should use negative words when communicating online. ( )
11. You can use the internet to help others via social media ( )
12. You can share any video without checking its accuracy. ( )
13. Be sure the information you share and its purpose are clear ( )
14. You can't use the internet to discuss the factors affecting climate change and find new solutions ( )
15. We can use Paint program to create webpages ( )
16. EKB is considered one of the unreliable online sources ( )
17. Downloading files from the EKB to your device is not allowed ( )
18. The EKB offers material that is subject to copyrights. ( )



19. The EKB has safe and reliable resources ( )
20. The content of (EKB) is suitable for children only ( )
21. Icons can be clicked to reach other sections or webpages ( )
22. EKB offers materials that is subject to copyright. ( )
23. EKB access isn't free for all Egyptian citizens. ( )
24. Helpful websites don't have search engines inside them ( )
25. Menus include clear titles and content information ( )
26. A review that's extremely positive or negative shouldn't be trusted ( )
27. We can buy products online from non-commercial websites ( )
28. The purpose of non-commercial websites is to provide information. ( )
29. Commercial websites often include customer reviews ( )
30. Some reviews may not be entirely fake, but they may be misleading. ( )
31. Websites can use information about the sites you visit ( )
32. Websites are either commercial or non-commercial ( )
33. You cannot export a collection to Excel or Word. ( )
34. You can use Microsoft Editor to check the spelling and grammar ( )
35. You can start a collection for each new project or assignment ( )
36. You can't add video to collection in Microsoft Edge ( )
37. Collection is the Microsoft Edge browser feature used to organize research results ( )
38. The browser can help you browse, search, stream ( )
39. Browsers can help you search for and view videos online. ( )
40. You can use Collection to check the spelling and grammar. ( )
41. All online information is trusted. ( )
42. When using specialized search engines, try to use appropriate keywords in your search ( )
43. Meta information is displayed above the link in the search engine result. ( )



44. General search engines are also useful but may lead you to unreliable pages ( )
45. Google Maps is considered accurate and is regularly updated ( )
46. Online libraries sometimes include newspaper and messages ( )
47. Online museums are wonderful reference sites that allow you to view museums digitally ( )
48. One of the most famous search engines is Bing. ( )
49. Online maps provide clear and accurate directions to the required places such as Google Maps ( )
50. Asynchronous communications is useful when you need an immediate or quick response ( )
51. Synchronous communication does not occur in real time ( )
52. There is just one type of communication. ( )
53. Recorded videos are example of asynchronous communication ( )
54. Whenever you're communicating, you should respect the recipient's feelings ( )
55. Be polite and patient when communicating with others online ( )
56. The binary system uses only the values 1 & 2 ( )
57. Binary numbers is a language that the computer understands ( )
58. Most software programs are downloaded from the internet. ( )
59. In windows operating system, some major updates require a restart ( )
60. We should download software from unreliable sources. ( )
61. To edit image use Microsoft Paint program ( )
62. It's recommended to tell your group members that you're sending an attachment ( )
63. It's important to plan your work before starting. ( )
64. You cannot setup a word document to be edit by numerous users ( )
65. Assigning roles is based on the interests of each group member ( )
66. After finishing the research, you can share the research results ( )
67. To add the values of the cells, use sign * sign ( )
68. PowerPoint program used to create presentations. ( )

69. Excel program is used to create presentations ( )
70. AutoSum is used to divide cell values automatically in Excel. ( )
71. In PowerPoint consider using different background colors ( )
72. You can't add shapes to slides in PowerPoint program ( )
73. It is not preferred to add video clips in your presentation ( )
74. We use Movie Maker to make a film from a selection of still images. ( )
75. Graphs and charts are good tools to share data, especially numbers. ( )
76. You cannot insert an image into a Word document. ( )
77. An effective presentation is just like your favorite Tv show or movie ( )
78. A storyboard helps you organize your ideas in sequence. ( )
79. The 10-20-30 rule is used in Microsoft Excel ( )
80. A PowerPoint presentation should present too much information ( )
81. HLTM is the language that will be displayed on a web browser. ( )
82. Web pages can't include audio and video. ( )
83. HTML is a program for creating presentations ( )
84. Titles font size should be smaller than the main text ( )

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق





Second term Questions Bank

اسئلة تقييمات الوزارة

Question 01 Read and Choose the Correct answer

1. Using the internet by companies to help others, and addressing environmental causes is knowing as ....
   - (a) Challenges
   - (b) showdowns
   - (c) corporate social responsibility (CSR)

2. Protection from piracy on the internet is considered from ....
   - (a) Rights
   - (b) Ideas
   - (c) Interactions

3. .... program is used to create websites
   - (a) Excel
   - (b) Word
   - (c) WordPress

4. .... is considered from reliable online websites
   - (a) Facebook
   - (b) EKB
   - (c) YouTube

5. To start a new collection on Microsoft Edge web browser, you can press ....
   - (a) Start New Collection
   - (b) Copy Fill
   - (c) Past Fill

6. .... is considered from the non-commercial websites.
   - (a) Facebook
   - (b) Amazon
   - (c) EKB

7. From the examples of specialized search engines ....
   - (a) Bing
   - (b) Word
   - (c) Excel

8. From synchronous communication tools ....
   - (a) Email
   - (b) Instant chat rooms
   - (c) Recorded video

9. To solve the problem of the screen freezing, click ....
   - (a) F5+Enter
   - (b) Del+F1
   - (c) Crtl+Alt+Del

10. Computers understand data through .... electrical signals
    - (a) Mono 1
    - (b) Binary 0,1
    - (c) Trilogy 3

11. To edit a document on a Word file, you must........................document
    - (a) Paste
    - (b) Select
    - (c) Copy

12. .... helps you to send your work to your teacher and colleagues within the group
    a) Email b) YouTube c) Paint
13. Use .... search engine on search.
    a) Google b) Home c) Paint
14. .... program is used to make a film from a selection of still images.
    a) Word b) Paint c) Movie Maker
15. .... is a chart that shows a specific content sequence in the form of a chart.
    a) Storyboard b) Playlists c) Menu Bar
16. .... is the hypertext markup language.
    a) Java b) HTML c) Python

Question 02 put (true) or (false)

اسئلة تقييمات الوزارة

1. Protection from piracy on the internet is from Digital citizenship rights. ✓
2. The Internet is used to improve health care provided to citizens. ✓
3. Respecting others' privacy is from the digital citizenship responsibilities. ✓
4. The Internet contributes to social activities that help in some social issues. ✓
5. Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. ✓
6. It is important to make sure of the source of information you get about different topics. ✓
7. The website of Alexandria Digital Library is considered from the reliable online websites. ✓
8. The Egyptian Knowledge Bank provides many free various educational materials. ✓
9. The Egyptian Knowledge Bank is considered from the reliable online websites. ✓
10. The Egyptian Knowledge Bank website provides the ability to download files to your device. ✓
11. The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered from the reliable online websites. ✓



12. The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. ✖
13. The purpose of commercial websites is to sell products or provide services. ✔
14. Microsoft Edge enables you to create databases. ✖
15. Amazon is an example of a commercial website. ✔
16. Microsoft Edge collection enables you to add images, text, and links. ✔
17. The Egyptian Knowledge Bank is considered a non-commercial website. ✔
18. Microsoft Edge is the web browser that comes with Microsoft Windows. ✔
19. Asynchronous communication requires communication and immediate response between people. ✖
20. Digital libraries provide searching for various media such as images and videos and downloading it. ✔
21. Google digital maps enable you to locate clear and accurate directions for places. ✔
22. Instant chat rooms are asynchronous communication tools. ✖
23. Electronic museums allow users to view the museum on digital devices. ✔
24. Electronic mail is considered from synchronous communication tools which require an instant response. ✖
25. The Internet enables you to download programs and applications from official application stores. ✔
26. Computers use binary systems to store data. ✔
27. When you download a file for a specific program, this file appears to you in the Download folder. ✔
28. Computers do not understood Numbers in binary systems. ✖
29. The software on the computers must be constantly updated to work efficiently. ✔
30. The binary system uses 0,1 to express numbers on computers. ✔
31. Paint program is used when working on various projects. ✔
32. Microsoft Word allows multiple users around the world to edit the same document online ✔
33. Paint program is used to edit and save images. ✔



34. Microsoft Word is one of the useful programs for the implementation of a project. ✓
35. Before starting a project, it is not necessary for group members to understand their roles in the project ✗
36. Email helps you send your work to your teacher and group colleagues. ✓
37. Using Excel, you can add up a group of cells. ✓
38. Graphs and charts are a good way to share data. ✓
39. Using Excel, you can perform a calculation on a group of cells ✓
40. Power Point presentation program allows adding effects to slides. ✓
41. The Paint program helps you classify and process information. ✗
42. It is better to add audio content to enhance the text and image on the presentation. ✓
43. The storyboard helps you to organize your ideas in the right sequence within your presentation. ✓
44. HTML is considered a hypertext markup language. ✓
45. The presentation should contain a huge amount of information. ✗
46. Hypertext markup language (HTML) helps you to design a web page. ✓
47. The font size within the presentation should be appropriate and easy to read. ✓
48. HTML is an abbreviation for Hyper Text Markup Language. ✓
49. When you download a file for a specific program, that file appears in the Download folder. ✓
50. The binary system 0.1 is used to express numbers on computers. ✓
51. Microsoft Word allows multiple users around the world to edit the same document through the internet. ✓
52. Paint program helps you in classifying and processing information. ✗
53. HTML is a hypertext markup language. ✓

Question 01 — Read and Choose the Correct answer



1. Digital citizenship is divided in to....................

   ⓐ rights ⓑ responsibilities ⓒ a and b



2. Respecting others' privacy is one of your..........as a digital citizen.
   - (a) rights
   - (b) responsibilities
   - (c) piracy
3. Digital citizenship means you have rights, such as your..............
   - (a) privacy
   - (b) Piracy
   - (c) keyboard
4. As a digital citizen, we have.....................and responsibilities.
   - (a) tasks
   - (b) rights
   - (c) Roles
5. ....is the abbreviation of corporate social responsibility.
   - (a) GPS
   - (b) CSR
   - (c) ICT
6. Being socially responsible includes being mindful of the .... we use.
   - (a) websites
   - (b) printer
   - (c) paper
7. We shouldn't spread............... information.
   - (a) nice
   - (b) good
   - (c) false
8. Before sharing sources with others, you must be sure that they are................
   - (a) untrusted
   - (b) Fake
   - (c) accurate
9. Expressing your opinion in a .... is a social responsibility.
   - (a) positive way
   - (b) negative way
   - (c) a and b
10. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries
    - (a) online
    - (b) offline
    - (c) untrusted
11. .... are from the advantages of Egyptian Knowledge Bank (EKB).
    - (a) Free access
    - (b) Easily to download files
    - (c) Both (a) and (b)
12. The first screen a visitor will see when visiting your site is called ....
    - (a) About
    - (b) Homepage
    - (c) Contacts
13. Safe and accurate sources are from the advantages of ....
    - (a) EKB
    - (b) PPE
    - (c) school e-library
14. Examples of reliable online libraries include ....
    - (a) Alexandria digital library
    - (b) Egyptian knowledge bank
    - (c) a and b



15. .... are found directly within a web page and provide results based on what you type in the field
    - (a) Games
    - (b) Recipes
    - (c) Search engines

16. The EKB and ADL websites have a specialized ....
    - (a) personal information
    - (b) search engine
    - (c) browser

17. .... is a software programs that is used to create websites.
    - (a) WordPress
    - (b) Excel
    - (c) PowerPoint

18. Websites often put..............that much your interests, geographical location, age and gender
    - (a) Comments
    - (b) advertisements
    - (c) Tools

19. The purpose of commercial websites is..............
    - (a) helping students
    - (b) providing news
    - (c) selling products

20. .... is/are ways to get information about a product
    - (a) Reviews
    - (b) Advertisements
    - (c) a and b

21. The purpose of .... websites is to sell products or services.
    - (a) commercial
    - (b) share
    - (c) libraries

22. .... is an example of a commercial website
    - (a) ADL
    - (b) Amazon
    - (c) EKB

23. The purpose of non-commercial websites is to ....
    - (a) Provide Information
    - (b) raise awareness
    - (c) b and c

24. The aim of negative reviews of a business is to.........potential customers from making a purchase
    - (a) encourage
    - (b) prevent
    - (c) Allow

25. Your friend bought one of the football equipment from Amazon, which means he used a .... site.
    - (a) social
    - (b) non-commercial
    - (c) Commercial

26. Go to collection at the .... corner of Microsoft Edge to start new collection
    - (a) up
    - (b) down
    - (c) Right

27. The .... feature in Microsoft Edge organizes research in one place and on multiple devices
    - (a) Search
    - (b) Collections
    - (c) Chat



28. In .... you can also export each collection to other apps, such as Excel and Word.
    a. Google Chrome b. Microsoft Edge c. Internet Explorer
29. The Editor icon is in word's ....
    a. title bar b. keyboard c. Toolbar
30. You can also .... each collection to other apps such as Excel and Word
    a. print b. copy c. Export
31. You can use .... to check for spelling and grammar
    a. Microsoft Editor b. collections c. YouTube
32. .... is the web browser that comes with Microsoft windows
    a. Microsoft Edge b. Firefox c. Opera
33. .... provide(s) clear and accurate directions to the required places
    a. Facebook b. YouTube c. Google Maps
34. Online libraries such as.......... have secure, verified information
    a. Alexandria Library b. EKB c. both (a) and (b)
35. Sites that allow you to view museums digitally are ....
    a. emails b. the EKB c. online museums
36. Google or Bring are very useful............
    a. online libraries b. specialized search engines c. online museum
37. A ....is a resource to find copyright-free information
    a. creative commons search b. Google Chrome c. office apps
38. The meta information of the sites are placed .... each link.
    a. above b. below c. opposite to
39. .... allow(s) you to read more about the site before clicking on the link.
    a. Online libraries b. Meta information c. About link
40. .... is from specialized search engines.
    a. Editor b. Bing c. Google Maps
41. One of the asynchronous communications digital tools is...................
    a. video chats b. instant chat rooms c. recorded videos



42. When communicating online, your friend may have misunderstanding, so your message must be ....
    - (a) secret
    - (b) clear
    - (c) unreliable
43. .... communication doesn't occur in real time and doesn't require an instant response.
    - (a) Synchronous
    - (b) Asynchronous
    - (c) Real-time
44. In online communication, you should be ....
    - (a) impolite
    - (b) unclear
    - (c) helpful
45. The E-mail, voice and text messages are the tool of ....communication
    - (a) synchronous
    - (b) asynchronous
    - (c) real
46. .... communication is real-time communication between people
    - (a) synchronous
    - (b) asynchronous
    - (c) Email
47. Asynchronous communication tools include ....
    - (a) live television shows
    - (b) email
    - (c) instant chat rooms
48. It's recommended to use .... communication to write about a light hearted or everyday matter to get the response immediately
    - (a) asynchronous
    - (b) synchronous
    - (c) recorded videos
49. One from of the asynchronous communications digital tools is..................
    - (a) text messages
    - (b) recorded videos
    - (c) live television shows
50. .... help programs to run more efficiently
    - (a) Installs
    - (b) Updates
    - (c) Removes
51. In the computer binary system, the number (0) means ....
    - (a) on
    - (b) off
    - (c) One
52. To install a software in Android devices, go to ....
    - (a) Google Chrome
    - (b) Google Play Store
    - (c) Windows
53. When downloading file from the internet, you will find it in ....
    - (a) Recycle bin
    - (b) Pictures folder
    - (c) Downloads folder
54. Most software programs, like .... are downloaded from the internet
    - (a) MS Office
    - (b) Google Chrome
    - (c) a and b
55. To solve the problem of the screen freezing in Windows, you can press......
    - (a) Enter key
    - (b) Alt+Del
    - (c) Ctrl+Alt+Del

56. To solve the problem of screen freezes on Android devices, press ....

(a) Ctrl+Alt (b) power button for 30 seconds (c) Del+Alt+Ctrl

57. In Android to check for updates, go to .... then System Update

(a) System (b) Search box (c) Taskbar

58. It's recommended to download software from.............. sources

(a) unreliable (b) untrusted (c) reliable

59. The binary system uses the value(s) .... to express the binary numbers system.

(a) 0 (b) 1 (c) a and b

60. Computers use .... to store data more efficiently.

(a) binary system (b) the internet (c) box

61. The option .... in word program allows editing the document by multiple users

(a) edit document for web (b) print (c) save as

62. You must press on download button to .... the program

(a) install (b) delete (c) edit

63. Many users around the world can edit the same document if the .... feature is enabled

(a) online editing (b) online sharing (c) online searching

64. When creating new email, you can attach ....

(a) text file (b) image file (c) a,b

65. .... are tools you may need to make a project

(a) Microsoft Word (b) Microsoft point (c) a,b

66. You can use .... to send your work to other group members or to your teacher

(a) Paint program (b) YouTube (c) E-mail

67. Microsoft Word program is one of .... apps.

(a) Microsoft Office 365 (b) Microsoft Windows (c) programming languages

68. Dr. Ponce de Leon uses .... to collect data to plan

(a) technology (b) papers (c) electric machines



69. By using ...., you can create and save images then insert them into your document
    - (a) Microsoft Edge
    - (b) Microsoft Excel
    - (c) **Microsoft Paint**

70. To add up numbers in Excel, select the cells you want to add together, then click .... from the Home Tab.
    - (a) Chart Design
    - (b) Quick Layout
    - (c) **AutoSum**

71. You can use Microsoft Word to create ....
    - (a) **reports**
    - (b) web pages
    - (c) graphs

72. ....tab contains the AutoSum function
    - (a) Layout
    - (b) **Home**
    - (c) Design

73. The formula begins with .... sign
    - (a) +
    - (b) **=**
    - (c) -

74. .... tab in Excel contains the AutoSum function.
    - (a) Layout
    - (b) Design
    - (c) **Home**

75. To add up numbers: Select the .... you want to add together, then click: Home Tab then AutoSum the Enter
    - (a) **cells**
    - (b) column
    - (c) rows

76. The color of the graph can be chosen from the command ....
    - (a) Add Chart Element
    - (b) **Format**
    - (c) AutoSum

77. You can use the .... program to collect numeric information.
    - (a) Word
    - (b) **Excel**
    - (c) Paint

78. Excel graphs provide a .... representation of data
    - (a) **visual**
    - (b) audio
    - (c) video

79. Which of the following formulas is considered the correct formula for adding number in two cells in Excel
    - (a) =B2/C1
    - (b) **=B2+C1**
    - (c) =B2+C1

80. To divide the numbers within the cell in Excel, you can use the .... sign
    - (a) %
    - (b) **/**
    - (c) –

81. You can use .... program to create tables and graphs
    - (a) **Excel**
    - (b) Paint
    - (c) Google play

82. You can insert .... to make the text have even more impact.
    - (a) Save
    - (b) **WordArt**
    - (c) Paint Art



83. .... is one of the apps of Microsoft office and it's used to create presentations
(a) Microsoft Word (b) Microsoft Paint (c) Microsoft PowerPoint

84. You can use .... program to make a film from a group of still images.
(a) Movie Maker (b) Excel (c) Word

85. You can put important text in......... font to make key information stand out
(a) bold (b) save (c) file

86. In PowerPoint program, you can add .... to the slide
(a) sound (b) shapes (c) a,b

87. The 10 - 20 - 30 rule is used in the .... program.
(a) Word (b) Excel (c) PowerPoint

88. By using storyboards, you can make .... presentation
(a) difficult (b) understandable (c) strange

89. To make storyboards to help you produce an effective presentation, you can use ....
(a) PowerPoint (b) Excel (c) WordPress

90. .... is a chart that shows a sequence of content that forms a plan or outline of your presentation
(a) Graph (b) Smart Tablet (c) Storyboard

91. It is better not to exceed the duration of presentation for .... minutes.
(a) 10 (b) 20 (c) 30

92. To see an overview of your presentation, click on view than ....
(a) Normal (b) Slide sorter (c) Slide show

93. A presentation should not contain more than .... slides.
(a) 10 (b) 20 (c) 30

94. When creating a presentation, the font size should be ....
(a) difficult to read (b) very small (c) easy to read

95. The main .... should be suitable and smaller than subheadings
(a) text size (b) picture size (c) sound length

96. Your story should have a title or .... that catches your audience's attention
(a) subheading (b) sound (c) heading



97. To save your document as a web page, select Save As from .... menu.
   - (a) Home
   - (b) **File**
   - (c) Design

98. Subheadings have a font size .... the size of the main headings.
   - (a) **bigger than**
   - (b) smaller than
   - (c) the same as

99. ....stands for (Hypertext Markup Language)
   - (a) HMTL
   - (b) TMLH
   - (c) **HTML**

Question 02 put (true) or (false)

أسئلة اختبارات المحافظات

	Statement	Answer
1	Piracy is one of your rights as a digital citizen.	✗
2	We should express our opinions in negative way	✗
3	If a site is spreading false or harmful information, stop visiting this site.	✓
4	You should spread false information.	✗
5	One of your rights as a digital citizen is privacy on the internet	✓
6	Protection from piracy is one of your rights as a digital citizen.	✓
7	You do not have the right to use the internet when you need it.	✗
8	Make sure the information you share and its purpose aren't clear.	✗
9	One of the social responsibilities is to respect others' opinions	✓
10	You should use negative words when communicating online.	✗
11	You can use the internet to help others via social media	✓
12	You can share any video without checking its accuracy.	✗
13	Be sure the information you share and its purpose are clear	✓
14	You can't use the internet to discuss the factors affecting climate change and find new solutions	✗
15	We can use Paint program to create webpages	✗
16	EKB is considered one of the unreliable online sources	✗
17	Downloading files from the EKB to your device is not allowed	✗
18	The EKB offers material that is subject to copyrights.	✓



No.	Statement	Answer
19	The EKB has safe and reliable resources	✓
20	The content of (EKB) is suitable for children only	✗
21	Icons can be clicked to reach other sections or webpages	✓
22	EKB offers materials that is subject to copyright.	✓
23	EKB access isn't free for all Egyptian citizens.	✗
24	Helpful websites don't have search engines inside them	✗
25	Menus include clear titles and content information	✓
26	A review that's extremely positive or negative shouldn't be trusted	✓
27	We can buy products online from non-commercial websites	✗
28	The purpose of non-commercial websites is to provide information.	✓
29	Commercial websites often include customer reviews	✓
30	Some reviews may not be entirely fake, but they may be misleading.	✓
31	Websites can use information about the sites you visit	✓
32	Websites are either commercial or non-commercial	✓
33	You cannot export a collection to Excel or Word.	✗
34	You can use Microsoft Editor to check the spelling and grammar	✓
35	You can start a collection for each new project or assignment	✓
36	You can't add video to collection in Microsoft Edge	✗
37	Collection is the Microsoft Edge browser feature used to organize research results	✓
38	The browser can help you browse, search, stream	✓
39	Browsers can help you search for and view videos online.	✓
40	You can use Collection to check the spelling and grammar.	✗
41	All online information is trusted.	✗
42	When using specialized search engines, try to use appropriate keywords in your search	✓
43	Meta information is displayed above the link in the search engine result.	✗
44	General search engines are also useful but may lead you to unreliable pages	✓




No.	Statement	Answer
45	Google Maps is considered accurate and is regularly updated	✓
46	Online libraries sometimes include newspaper and messages	✗
47	Online museums are wonderful reference sites that allow you to view museums digitally	✓
48	One of the most famous search engines is Bing.	✓
49	Online maps provide clear and accurate directions to the required places such as Google Maps	✓
50	Asynchronous communications is useful when you need an immediate or quick response	✗
51	Synchronous communication does not occur in real time	✗
52	There is just one type of communication.	✗
53	Recorded videos are example of asynchronous communication	✓
54	Whenever you're communicating, you should respect the recipient's feelings	✓
55	Be polite and patient when communicating with others online	✓
56	The binary system uses only the values 1 & 2	✗
57	Binary numbers is a language that the computer understands	✓
58	Most software programs are downloaded from the internet.	✓
59	In windows operating system, some major updates require a restart	✓
60	We should download software from unreliable sources.	✗
61	To edit image use Microsoft Paint program	✗
62	It's recommended to tell your group members that you're sending an attachment	✓
63	It's important to plan your work before starting.	✓
64	You cannot setup a word document to be edit by numerous users	✗
65	Assigning roles is based on the interests of each group member	✓
66	After finishing the research, you can share the research results	✓
67	To add the values of the cells, use sign * sign	✗
68	PowerPoint program used to create presentations.	✓
69	Excel program is used to create presentations	✗
70	AutoSum is used to divide cell values automatically in Excel.	✗



71. In PowerPoint consider using different background colors ✓
72. You can't add shapes to slides in PowerPoint program ✗
73. It is not preferred to add video clips in your presentation ✗
74. We use Movie Maker to make a film from a selection of still images. ✓
75. Graphs and charts are good tools to share data, especially numbers. ✓
76. You cannot insert an image into a Word document. ✗
77. An effective presentation is just like your favorite Tv show or movie ✓
78. A storyboard helps you organize your ideas in sequence. ✓
79. The 10-20-30 rule is used in Microsoft Excel ✗
80. A PowerPoint presentation should present too much information ✗
81. HLTM is the language that will be displayed on a web browser. ✓
82. Web pages can't include audio and video. ✗
83. HTML is a program for creating presentations ✗
84. Titles font size should be smaller than the main text ✗

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق



كيفية طباعة صفحات معينة من ملف معين

مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9



خطوة 1

خطوة 2
اختيار اسم الطابعة بتاعتك

خطوة 3
كتابة الصفحات المراد طباعتها
نكتب رقم 4 ثم نكتب الشرطة دي – ثم نكتب 9

خطوة 4
اختيار نوع الورق

خطوة 5
اختيار A4

خطوة 6

حمل الآن

مجانا وحصريا

المراجعة رقم (2)

الترم الثانى







Final Revision



Theme ③ Digital Citizenship



Digital Citizenship

- As a digital citizen, you have both rights and responsibilities.

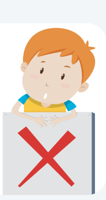
Rights:



1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

Responsibilities:





1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in your interactions with others.
4. Ensure safe sharing online.

Social Responsibility

- **You can use the internet to:**
  1. help others via social media.
  2. contribute in social activities that help solve social issues, like:
     1- Improving health care
     2- Fighting pollution
     3- Fighting the factors affecting climate change

Corporate Social Responsibility

SOCIALRESPONSIBILITY

- **Companies use the internet to help others by:**
  1. addressing environmental concerns
  2. supporting important causes.
- Many companies include CSR tasks as part of their business plans.





Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.
- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.

Lesson 4

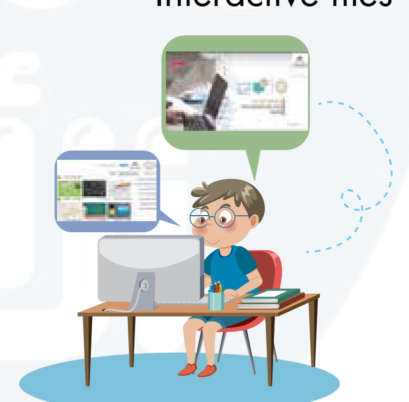
There are reliable online libraries, such as:

1. The EKB
2. The Alexandria Digital Library

The Egyptian Knowledge Bank (EKB) offers:

- **The world's largest collection of online educational resources including:**
  - Articles
  - Dictionaries
  - Encyclopedias
  - Books
  - Videos
  - Audios
  - Interactive files

- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.



Helpful Website Features

- **Helpful websites may contain:**
  1. Search engines inside the website(EKB and ADL have specialized search engines).
  2. Menus: They help you to avoid scrolling and save time.
  3. Icons: When clicked, they move you to other sections or webpages.
  4. Contact and about fields: To learn more about the people involved in a website.

5. About links: Contain taglines "pieces of information"summarizing the website's theme.

Website Creation

- Software programs like WordPress are used to create websites.
- Choose a blank template or pre-loaded templates.
- Consider the photos, videos, and font size/type.
- A homepage: It is the first screen a visitor will see when visiting your site.

Lesson 5

1 Commercial Websites	2 Non-Commercial Websites
Purpose	
To sell products or services.	To provide information or raise awareness on an issue.
Example	
Amazon website 	Egyptian Knowledge Bank 

We can get information about any product from

1. **Reviews**
2. **Advertisements**

1 Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.





- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

❷ Advertisements:



- Websites can use information about your online activity to place advertisements, related to your interests.

Lesson 6

» Microsoft Edge is the web browser that comes with Microsoft Windows

» It helps you browse, search, stream, and more.

» The Collections feature in Microsoft Edge

- It organizes research in one place and on multiple devices.
- You can add videos, images, text, links, notes, and entire webpages.
- You can export each collection to other apps, such as Excel and Word.
- To start a collection:
- Select Collections on the Toolbar ⟶ Select Start a New Collection.

» Writing Help – Microsoft Editor

- Microsoft Editor is used to check for spelling and grammar.



Microsoft Editor will highlight problems, such as

- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation



Lesson 7

» Using Sources for Research

❶ Online Libraries:

- They sometimes include dictionaries, thesauruses, and encyclopedias.



Examples of online libraries

- Alexandria Library
- EKB

- They have secure and verified information.
- Creative Commons Search:
  - Offers copyright-free information.
  - Not all Creative Commons sources are verified or accurate, so be careful.

2 Online Maps:

- They can provide clear, accurate, and updated directions, such as Google Maps.

3 Online Museums:

- They allow you to view museums digitally, also include information about each museum.

4 Specialized Search Engines:

- General search engines may lead you to unreliable pages or even worse, unsafe pages.
- Specialized search engines, such as Google or Bing are very useful.

5 Online Maps:

- They include information about the site, and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information, such as: a copyright notice, logo, contact information and social media icons.

Lesson 8



1 Synchronous Communication:

- It is a real-time communication.



Synchronous Communication Tools

- Video chats
- Live TV shows
- Instant chat rooms

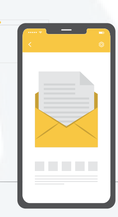
» Synchronous communication is useful when:

1- You are writing about a lighthearted, everyday matter.

2- When communicating with friends or family.

3- When you need an immediate or quick response.

2 Asynchronous Communication:



- It doesn't occur in real-time.
- It doesn't require an instant response.

Asynchronous Communication Tools

- Email
- Voice messages
- Text messages
- Recorded videos

» Asynchronous communication is useful when:

1- You are writing about serious or complicated matters.

2- When communicating with someone you don't know well.

3- When communicating with someone in authority.

4- When you don't need an answer right away (immediate answer).

» Effective Communication Tips

1- Be polite   2- Be patient

3- Be helpful   4- Be clear

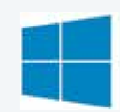






Lesson 2

- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- To install an app on Android: Find the app on (Google Play Store), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart.
- Update in Windows:



Start button → Settings → Update and Security → Windows Update

- Update in Android: System → System Update



Binary Numbers System

- To solve screen freezes problem:
  - In Windows: Press Ctrl + Alt + Del
  - In Android: Press the power button for 30 seconds and restart.
- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 4

- Before starting your project, discuss it in groups:

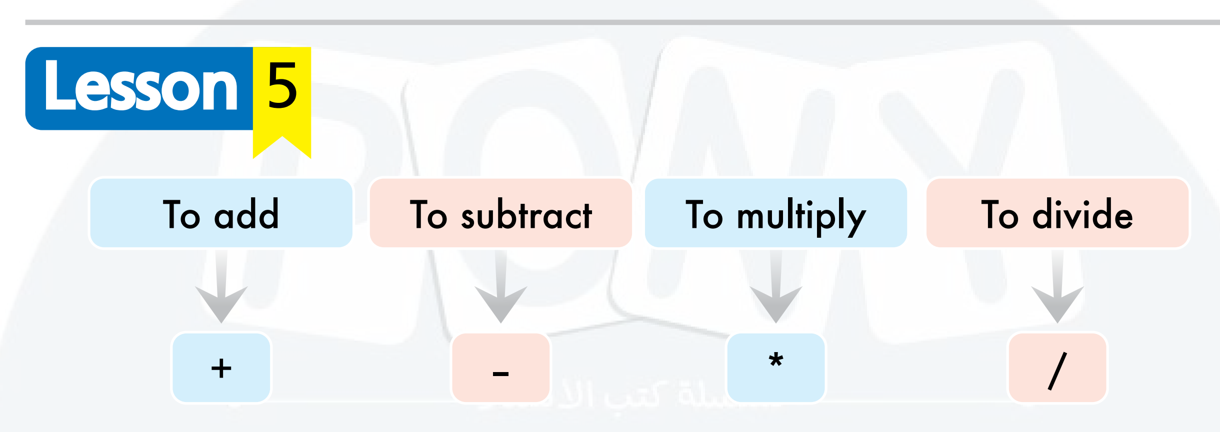
  1. The final product 2. The tools needed 3. Assigning roles

- Microsoft Word is an efficient program to use when working on projects.



- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- Use emails to send your work to other group members or to your teacher.

Lesson 5



1. **Add up numbers:**
   Home Tab → AutoSum → Enter
2. **Add titles to a graph/chart**
   Toolbar → Chart Design → Add Chart Element
3. **Choose the color of a graph/chart:**
   Toolbar → Chart Design → Format
4. **Choose the type of a graph/chart: Toolbar**
   Toolbar → Chart Design → Change Chart Type
5. **Choose the layout of a graph/chart:**
   Toolbar → Chart Design → Quick Layout

Digital information-handling skills

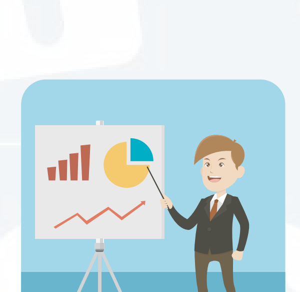
- Research information
- Collect information
- Classify information
- Process information





- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6



- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make text have more impact
- In PowerPoint, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.

Lesson 7

- **Storyboard:** It is a chart that shows a sequence of content that forms a plan or outline of your presentation
- **Storyboard helps you to:**
  1. organize and plan your ideas
  2. pre-visualize the results of a presentation
- To see an overview of your presentation, go to View ⟶ Slide Sorter



The 10-20-30 Rule of Microsoft PowerPoint

- 10: Number of slides up to ten
- 20: The time of presentation no longer than 20 minutes
- 30: The font size no smaller than 30



Creating a Web Page

- **You can create your story through:**

  1. Website-building program 
  2. Microsoft Word 

- **In MS Word, to save a file as a web page:**

  File ⟶ Save As ⟶ Web Page

- **HTML (Hypertext Markup Language):** It is the language that will be displayed on a web browser.
- Headings should have a larger font size than the rest of the text.
- Subheadings break up the information, they have a smaller font size than headings.
- Text size should be suitable and smaller than subheadings.
- Use simple fonts so your message is not hard to read.
- PowerPoint and web pages can include audio and video.

1 Choose the correct answer:

1. Digital citizenship is divided into ....
   a. rights b. responsibilities
   c. both a and b d. none of them

2. The .... content has/have specialized search engines.
   a. Contact link b. About link c. both a and b d. none of them

3. Which of the following is an example of a commercial website?
   a. EKB b. Amazon c. Both a and b d. All of them

4. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Word b. Microsoft Edge
   c. Both a and b d. None of them

5. Which of the following is an example of a reliable online library?
   a. Alexandria Digital Library b. The Egyptian Knowledge Bank
   c. Both a and b d. All of them

6. Asynchronous communication tools include ....
   a. live television shows b. emails
   c. instant chat rooms d. all of them

7. Use .... to perform a search.
   a. Google b. Home c. Paint d. PowerPoint

8. .... help programs to run more efficiently.
   a. Updates b. Installs c. Removers d. Scans

9. When creating a new email, you can attach ....
   a. a text file b. an image file
   c. a video file d. all of them

10. .... program is used to create tables and graphs.
    a. MS Word b. MS Excel
    c. MS PowerPoint d. WhatsApp



11. An effective presentation is just like a ....
    a. TV show b. story c. movie d. all of them
12. .... program is used to make slideshows.
    a. MS Word b. MS Excel c. MS PowerPoint d. Paint
13. Using a large image can .... information for your story.
    a. hide b. provide c. break up d. ignore
14. Using the internet by companies to help others and address environmental causes is known as ....
    a. challenges
    b. showdowns
    c. Corporate Social Responsibility (CSR)
    d. individual responsibility
15. .... is one of the rights of digital citizenship.
    a. Privacy
    b. Protection from piracy
    c. The ability to engage with others online
    d. All of them
16. .... program is used to create websites.
    a. Photoshop b. Keyboard c. WordPress d. None of them
17. .... is an example of a non-commercial website.
    a. Jumia b. Amazon
    c. Alexandria Digital Library d. PowerPoint
18. Microsoft Edge can help you ....
    a. browse b. search c. stream d. all of them
19. Google Maps are ....
    a. accurate b. regularly updated online
    c. both a and b d. none of them
20. One of the asynchronous communication digital tools is ....
    a. video chats b. chat rooms
    c. recorded videos d. none of them
21. To turn your device off, hold down the .... button.
    a. power b. Esc c. enter d. space

22 To send your work to other group members or to your teachers, use ....

a. Microsoft Word b. Paint c. emails d. Excel

23 Information can be collected using ....

a. Photoshop b. Excel c. Paint d. none of them

24 In PowerPoint, you can add .... to a slide.

a. sounds b. shapes c. videos d. all of them

25 When creating a presentation, the font size should be ....

a. difficult to read b. very small c. easy to read d. boring

26 To save your document as a webpage, select Save As from the .... menu.

a. View b. File c. Design d. Home

27 Protection from piracy on the internet is one of your ....

a. rights b. ideas c. interactions. d. properties

28 If you do not use official stores, only download software from .... sources.

a. reliable b. unreliable c. harmful d. dangerous

29 Digital citizenship includes rights such as your ....

a. privacy b. location c. keyboard d. none of them

30 .... is an example of reliable online libraries.

a. Alexandria Digital Library b. The Egyptian Knowledge Bank
c. Both a and b d. All of them

31 The color of the graph can be chosen from the command ....

a. Add Chart Element b. Format
c. AutoSum d. Quick Layout

32 .... is/are used to add cell values automatically in Excel.

a. Auto Add b. Auto Cell c. AutoSum d. a and b

33 You can use the .... tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.

a. Design b. View c. Insert d. Home



34 Online maps can provide clear and accurate ....

a. engines b. schools c. directions d. none of them

35 When you are communicating online, you should be ....

a. fast b. helpful c. digital d. all the previous

36 .... program is used to make a film from a selection of still images.

a. Word b. Paint c. Excel d. Movie Maker

37 Most software programs, like ...., are download from the internet.

a. MS Office b. Google Chrome
c. a and b d. none of them

38 .... is a program used when working on projects to write and format texts.

a. Word b. Excel c. PowerPoint d. Paint

39 You can use the .... sign to add the values of cells in Excel.

a. + b. = c. * d. /

40 You can insert .... to make a text have even more impact.

a. Save b. WordArt c. Paint Art d. Art

41 A webpage's .... breaks up the information and allows your audience to see what a particular section of your story is about.

a. heading b. subheading
c. main text d. link

42 .... language is used to create websites.

a. WordPress b. Google c. Website d. HTML

43 .... is considered one of the reliable online websites.

a. Facebook b. Forums c. EKB d. YouTube

44 To start a new collection on Microsoft Edge web browser, you can press ....

a. Start New Collection b. Copy Fill
c. Paste Fill d. Edit Fill

45 .... is a chart that shows a specific content sequence in the form of a chart.

a. Storyboard b. Playlists c. Playback Tools d. Menu Bar



46 .... is a way to share information.

a. Pollution b. Privacy c. Social media d. None of them

47 You can save the images you create and insert them into your document using ....

a. interviews b. emails c. Paint d. Facebook

48 Information can be collected using ....

a. Photoshop b. Excel c. Paint d. none of them

49 .... help you save time and find information easily.

a. Contacts b. Menus c. URLs d. Posts

50 .... are used to determine accurate directions.

a. online museums
b. online maps
c. online libraries
d. online meetings

51 Computers understand data through .... electrical signals.

a. Mono 1 b. Binary 2 c. Trilogy 3 d. Quad 4

52 One of the synchronous communication tools is ....

a. text messages
b. recorded voices
c. instant chat rooms
d. emails

53 When downloading a file from the internet, you will find it in the ....

a. Recycle Bin
b. Pictures folder
c. Trash Window
d. Downloads folder

54 The use of technology to collect data is crucial in .... for the future.

a. saving b. planning c. searching d. printing

55 For collecting data, you can use ....

a. Word
b. a pen and paper
c. Paint
d. both a and b

56 The first screen a visitor will see when visiting your site is called the ....

a. Menus b. Homepage c. Contacts d. About

57 The presentation must not contain more than .... slides.

a. 10 b. 20 c. 30 d. 40



58 Subheadings have .... font size than headings.
a. a bigger b. a smaller c. a larger d. the same

59 .... is considered one of the non-commercial websites.
a. Facebook b. Amazon c. EKB d. YouTube

60 Protection from .... is from your rights online.
a. piracy b. privacy c. both of them d. none of them

61 .... are found directly within a webpage and provide results based on what you type in the field.
a. Menus b. Icons c. Search engines d. Links

62 One of the features of the EKB website is that it ....
a. contains few sources b. is free to use for all Egyptians
c. contains unreliable sources d. all the previous

63 .... is one of the specialized search engines.
a. Bing b. Word c. Excel d. Paint

64 The Editor icon is in the Word's ....
a. Title bar b. Scroll bar c. Toolbar d. Menu bar

65 Online .... sometimes include dictionaries, thesauruses, and encyclopedias.
a. museums b. maps c. libraries d. archives

66 You can click on the .... field to reach other sections or webpages.
a. Icons b. Menus c. About d. Contact

67 When you start creating your website, you can choose ....
a. a pre-loaded template b. a blank template
c. a and b d. none of the previous

68 Before opening any email attachment, you should make sure that it is ....
a. a virus b. safe c. dangerous d. checked

69 The result of the equation (= A3 + B3) will be .... in case of A3 = 5 and B3 = 3.
a. 2 b. 8 c. 15 d. 2.5



70 We add .... to enhance the text, provided that it is related to the displayed data and is not distracting.

a. graphics
b. audio
c. video clips
d. texts

71 To solve the problem of the screen freezing, click ....

a. F5 + Enter
b. Del + F1
c. Del + Alt + F7
d. Ctrl + Alt + Del

72 It is better not to exceed the duration of a presentation by more than .... minutes.

a. 10
b. 20
c. 30
d. 40

73 .... reviews include positive reviews written by businesses to make their products more appealing.

a. Personal
b. Fake
c. General
d. Trusted

74 .... is one of the examples of specialized search engines.

a. Bing
b. Word
c. Excel
d. Paint

75 Synchronous communication tools include ....

a. emails
b. instant chat rooms
c. recorded videos
d. Google search engine

76 We should not spread .... information.

a. nice
b. good
c. right
d. false

77 The .... feature in Microsoft Edge organizes research in one place and on multiple devices.

a. Search
b. Collections
c. Chat
d. Editor

78 To set up a Word document to be edited by numerous users, you need a/an ....

a. internet connection
b. printer
c. interview
d. camera

79 You can use .... to check for spelling and grammar errors.

a. Microsoft Editor
b. Microsoft Excel
c. Microsoft Windows
d. none of them



80 Microsoft Word program is one of .... apps.

a. Microsoft Office 365
b. programming languages
c. Microsoft Windows
d. gaming platforms

81 .... is the hypertext markup language.

a. Java b. HTML c. SQL d. Python

82 The meta information of the sites are placed .... each link.

a. above b. below c. opposite to d. next to

83 To check for updates in Android, go to ...., then System Update.

a. System
b. Search Box
c. Taskbar
d. File

84 Rivals may post .... reviews on competitors' sites to prevent potential customers from making a purchase.

a. positive b. fake c. grateful d. supportive

85 The .... tab contains the AutoSum function.

a. Layout b. Design c. Home d. Formula

86 You can put important text in a .... font to make key information stand out.

a. bold b. save c. hold d. file

87 To see an overview of your presentation, click View, then ....

a. Slide Sorter b. Design Tab c. Home Tab d. Slide Show

88 A webpage can be opened using the .... program.

a. Paint b. Browser c. Antivirus d. text editor

89 .... program is used in creating websites.

a. Excel b. Word c. WordPress d. Paint

90 To edit a document in a Word file, you must .... the document.

a. paste b. select c. copy d. delete

91 Microsoft Edge can help you ....

a. browse b. search c. stream d. all of them

92 The Editor icon is located in the Word's ....

a. Title bar b. Toolbar c. Menu bar d. none of them



93 The purpose of non-commercial websites is ....

a. selling products
b. providing information
c. otherwise
d. making profits

94 Go to Collection at the .... corner of Microsoft Edge to start a new collection.

a. up
b. down
c. right
d. left

95 You can use .... to check for spelling and grammar errors.

a. Microsoft Editor
b. Microsoft Excel
c. Microsoft Word
d. Collections feature

96 When you are communicating online, you should be ....

a. fast
b. helpful
c. digital
d. all the previous

97 To start a collection in Microsoft Edge, you can select ....

a. Start New Collection
b. New Webpage
c. New File
d. New Slide

98 .... is a program used for writing and formatting text when working on projects.

a. Word
b. Excel
c. PowerPoint
d. Paint

99 A storyboard helps you make a presentation ....

a. unorganized
b. organized
c. not understandable
d. confusing

100 The 10-20-30 rule is used in ....

a. PowerPoint
b. Outlook
c. Paint
d. Excel

2 Put (✓) or (✗):

1 Protection from piracy on the internet is from digital citizenship rights. (   )

2 The content of EKB is suitable for children only. (   )

3 The internet is used to improve healthcare provided to citizens. (   )

4 Some reviews may not be entirely fake, but they may be misleading. (   )

5 Respecting others' privacy is from the digital citizenship responsibilities. (   )



6. You can't add a video to a collection in Microsoft Edge. (   )
7. Google Chrome is one of the browsers that comes with Microsoft Windows. (   )
8. The internet contributes to social activities, which helps in some social issues. (   )
9. Exhibiting positive behavior in interactions with others on the internet is considered one of the digital citizenship responsibilities. (   )
10. Online maps can provide clear and accurate directions to the required places. (   )
11. It is important to make sure of the source of information you get about different topics. (   )
12. Meta information allows you to read more about the site before clicking on the link. (   )
13. You can save and edit an image by using Movie Maker program.(   )
14. Synchronous communication tools include video chats. (   )
15. The Egyptian Knowledge Bank provides many free various educational materials. (   )
16. Asynchronous communication is a real-time communication between people. (   )
17. The Insert tab offers alternatives to the normal black-and-white design of your presentation. (   )
18. The Egyptian Knowledge Bank website provides the ability to download files to your device. (   )
19. We use AutoSum to automatically subtract numbers in Excel. (   )
20. The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. (   )
21. The purpose of commercial websites is to sell products or provide services. (   )
22. Microsoft Edge enables you to create databases. (   )
23. Amazon is an example of a commercial website. (   )



24. Microsoft Edge enables you to add images, text, and links. ( )
25. The Egyptian Knowledge Bank is considered a non-commercial website. ( )
26. Microsoft Edge is the web browser that comes with Microsoft Windows. ( )
27. Asynchronous communication requires communication and immediate responses between people. ( )
28. Digital libraries provide searching for various media, such as images and videos, and downloading it. ( )
29. Google digital maps enable you to find clear and accurate directions for places. ( )
30. Instant chat rooms are asynchronous communication tools. ( )
31. Electronic museums allow users to view the museum on digital devices. ( )
32. Computers use binary to store data more efficiently. ( )
33. Updates help programs to run more efficiently. ( )
34. Microsoft Paint is used for writing and formatting text. ( )
35. Assigning roles is based on the interests of each group member. ( )
36. You can use Excel to send your work to other group members or to your teacher. ( )
37. Paint program is used to check for spelling and grammar errors. ( )
38. Information can be collected using Photoshop. ( )
39. Electronic mail is considered one of the synchronous communication tools, which require an instant response. ( )
40. Respecting others' intellectual property when using their material is not important. ( )
41. The Egyptian Knowledge Bank provides many free educational resources. ( )
42. In PowerPoint, photographs should reflect the topic of your message. ( )



43 Microsoft Excel is used to gather data and information. (   )

44 Graphs and charts are good ways to share data. (   )

45 Collecting information is the first step in digital information-handling skills. (   )

46 Use “Change Chart Type” to choose the color of the graph. (   )

47 Microsoft PowerPoint is used to create a spreadsheet. (   )

48 The internet enables you to download programs and applications from official application stores. (   )

49 All software updates require a restart. (   )

50 When you download a file for a specific program, this file appears to you in the Downloads folder. (   )

51 Computers do not understood numbers in binary systems. (   )

52 The software on the computers must be constantly updated to work efficiently. (   )

53 The binary system uses 0,1 to express numbers on computers. (   )

54 MS Word program is used when working on various projects. (   )

55 Microsoft Word allows multiple users around the world to edit the same document online. (   )

56 Paint program is used to edit and save images. (   )

57 Microsoft Word is one of the useful programs for the implementation of a project. (   )

58 Before starting a project, it is not necessary for group members to understand their roles in the project. (   )

59 Email helps you send your work to your teacher and group colleagues. (   )

60 Using Excel, you can add up a group of cells. (   )

61 Graphs and charts are good ways to share data. (   )

62 Using Excel, you can perform a calculation on a group of cells. (   )

63 PowerPoint program allows adding effects to slides. (   )



64 Paint program helps you classify and process information. ( )

65 It is better to add audio content to enhance the text and image on the presentation. ( )

66 The storyboard helps you to organize your ideas in the right sequence within your presentation. ( )

67 HTML is considered a hypertext markup language. ( )

68 The presentation should contain a huge amount of information. ( )

69 We use Movie Maker to make a film from a selection of still images. ( )

70 You can add videos in your presentation. ( )

71 Hypertext Markup Language (HTML) helps you to design a webpage. ( )

72 Excel program is used to create presentations. ( )

73 A PowerPoint presentation shouldn't present too much information.( )

74 You can use PowerPoint to show information in an appealing way by adding audio to enhance the text. ( )

75 Determining the final product of your project is the last step to start your project. ( )

76 A PowerPoint presentation must present too much information. ( )

77 PowerPoint is used to make a storyboard to help producing an effective presentation. ( )

78 The 10-20-30 rule is used in Microsoft PowerPoint. ( )

79 The font size within the presentation should be appropriate and easy to read. ( )

80 It is recommended to update the software installed on your device regularly. ( )

81 Companies also use the internet to help others by addressing environmental concerns. ( )

82 Respecting the privacy of others is one of the rights of citizenship.( )



83 Icons can be clicked to reach other sections or webpages. ( )

84 Downloading files from the EKB to your device is not allowed. ( )

85 We can use Paint to create webpages. ( )

86 HTML is a program for creating presentations. ( )

87 The information you share is not required to be clear to other. ( )

88 Respecting the privacy of others is one of the social responsibilities. ( )

89 You can save a Word file as a webpage. ( )

90 HTML is the language that will be displayed on a web browser. ( )

91 If a site is spreading false or harmful information, stop visiting that site. ( )

92 Pressing and holding down the power button for several minutes is one of troubleshoot screen freezes. ( )

93 You can research a topic without using the internet. ( )

94 To automatically add up numbers in cells, select them and choose AutoSum. ( )

95 The font in a PowerPoint presentation should be no smaller than 30 points. ( )

96 The size of the text on webpages must be appropriate and smaller than subheadings. ( )

97 Social responsibility includes expressing your positive opinions and respecting others' opinions. ( )

98 You can't export a collection to Excel or Word. ( )

99 If someone needs help communicating online, don't share what you know. ( )

100 Websites do not include meta information. ( )



Answers

1

1- c	2- d	3- b	4- b
5- c	6- b	7- a	8- a
9- d	10- b	11- d	12- c
13- b	14- c	15- d	16- c
17- b	18- c	19- c	20- c
21- a	22- c	23- b	24- d
25- c	26- b	27- a	28- a
29- a	30- c	31- b	32- c
33- a	34- c	35- d	36- d
37- c	38- a	39- a	40- b
41- b	42- d	43- c	44- a
45- a	46- c	47- c	48- b
49- b	50- b	51- b	52- c
53- d	54- b	55- d	56- b
57- a	58- b	59- c	60- a
61- c	62- b	63- a	64- c
65- b	66- c	67- c	68- b
69- b	70- b	71- d	72- b
73- b	74- a	75- b	76- d
77- b	78- a	79- a	80- a
81- b	82- b	83- a	84- b
85- c	86- a	87- a	88- b
89- b	90- b	91- d	92- b
93- b	94- c	95- a	96- b
97- a	98- a	99- b	100- a

2

1- ✓	2- ✗	3- ✓	4- ✓
5- ✓	6- ✗	7- ✗	8- ✓
9- ✓	10- ✓	11- ✓	12- ✓
13- ✗	14- ✓	15- ✓	16- ✗
17- ✗	18- ✓	19- ✗	20- ✗
21- ✓	22- ✗	23- ✓	24- ✓
25- ✓	26- ✓	27- ✗	28- ✓
29- ✓	30- ✗	31- ✓	32- ✓
33- ✓	34- ✗	35- ✓	36- ✗
37- ✓	38- ✗	39- ✗	40- ✗
41- ✓	42- ✓	43- ✓	44- ✓
45- ✗	46- ✗	47- ✗	48- ✓
49- ✗	50- ✓	51- ✗	52- ✓
53- ✓	54- ✓	55- ✓	56- ✓
57- ✓	58- ✗	59- ✓	60- ✓
61- ✓	62- ✓	63- ✓	64- ✗
65- ✓	66- ✓	67- ✓	68- ✗
69- ✓	70- ✓	71- ✓	72- ✗
73- ✓	74- ✓	75- ✗	76- ✗
77- ✓	78- ✓	79- ✓	80- ✓
81- ✓	82- ✗	83- ✓	84- ✗
85- ✗	86- ✗	87- ✗	88- ✓
89- ✓	90- ✓	91- ✓	92- ✗
93- ✓	94- ✓	95- ✓	96- ✓
97- ✓	98- ✗	99- ✗	100- ✗

المراجعة رقم (3)









* * Digital Citizenship * *

* * Lesson 2: Digital citizenship and social responsibility * *

You've previously learned, in grade 4, about the rights and responsibilities you have as a digital citizen.

Rights	Responsibilities
*Privacy.	*Respect others' privacy.
*Protection from piracy	*Respect various sources.
*Ability to engage with others online.	exhibit positive behavior in
*Provide and access information online.	*Interactions with others.
*Ability to use the internet when you need to.	*Ensure safe sharing online.

Expressing opinion in light of social responsibility:

*Express your opinions in a positive way.

* Be sure that your information accurate and easy to understand. Don't spread false information.

*Make sure the information you share, and its purpose, are clear.

Corporate social responsibility

Companies also use the internet to help others, by addressing environmental concerns or supporting important causes. This is called corporate social responsibility (CSR). Today, many companies include CSR tasks as part of their business plans, to provide help to communities around the world.

* * Lesson 4: Information websites * *

The Egyptian Knowledge Bank (EKB) offers:

*The world's largest collection of online educational resources, including articles, dictionaries, encyclopedias and books, and video, audio, and interactive files.

*Files can be downloaded to your device.

*Content suitable for all ages.

*Safe and accurate sources.

*Free access for all Egyptian citizens.

*Material that is subject to copyright.

Helpful website features

→Search engines inside the website are found directly within a web page and provide results based on what you type in the field.

→Menus also help you to find information.

→Icons can be clicked to reach other sections or webpages.

→Contact and About fields are easy to find so visitors can contact or learn more about the people involved in a website.

Website Creation

Software programs like WordPress are used to create websites. When you start creating your website, you can choose a blank template or choose one of the software's pre-loaded templates.

Note: When creating a website, be sure to consider the photos and videos, and font size/type. You want your site to be user friendly and visually appealing.

** Lesson 5: Commercial and non-commercial internet services **

Websites are either commercial or non-commercial.

The purpose of commercial websites is to sell products or services. Like (Amazon) amazon

The purpose of non-commercial websites is to provide information or raise awareness on an issue like (The Egyptian Knowledge Bank)

Be wary of fake reviews. They're usually written because a business wants to make their product seem more appealing, so they write their own positive reviews or have family or friends do it. Sometimes a rival business will post negative reviews under a false name.

Reviews and Ratings: One of the ways you can get information about a product.

Advertisements: Websites can use information about the sites you visit, and in any online accounts you have, to place advertisements, that are geared towards your interests, geographic location, age, and gender

** Lesson 6: Using ICT for content creation **

Microsoft Edge is the web browser that comes with Microsoft Windows, can help you browse, search, stream and more.

The Collections feature in Microsoft Edge:

→Organizes research in one place and on multiple devices.

→You can start a collection for each new project or assignment.

→You can add entire web pages, but you can also add individual videos, images (including charts and graphs), text, links and notes.

→You can also export each collection to other apps such as Excel and Word.

To start a collection:

→Select Collections on the toolbar.

→Select Start a New Collection.

→Type the title of your collection in the box.

→Add content by selecting Add current page.

→Drag an image into the collection.

→Select text or links and drag them into a collection.

Writing help – Microsoft Editor

Use Microsoft Editor to check for spelling and grammar. The editor will highlight problems such as capitalization errors, sentence fragments and missing or incorrect words and punctuation and make a suggestion to correct each error. You decide whether to accept or ignore each suggestion.

** Lesson 7: How to choose online Sources **

⇨ USING SOURCES FOR RESEARCH

ONLINE LIBRARIES

These are helpful for searching different media, such as

images or videos. Online libraries sometimes include dictionaries, thesauruses, and encyclopedias, but these are also on separate sites, too. Make sure they are verified.

ONLINE MAPS

These can provide clear and accurate directions to the required places such as Google Maps.

ONLINE MUSEUMS

These can also be wonderful reference sites that allow you to view museums digitally, and they generally include information about each museum.

SPECIALIZED SEARCH ENGINES

Specialized search engines such as Google or Bing are very useful. Try to use appropriate keywords in your search, otherwise some results might not be relevant. General search engines are also useful, but may lead you to unreliable pages or – even worse – unsafe pages.

A WEBSITE'S META INFORMATION

Websites include meta information, such as keywords, information about the site, and what it contains. When you use a search engine and get a set of results

* * Lesson 8: Choosing between synchronous and asynchronous communication * *

Synchronous communication is real-time communication between people, with everyone interacting and taking in information at the same time using digital tools such as video chats, live television shows, and instant chat rooms.

Synchronous communication is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.

Asynchronous communication is communication that does not occur in real time and does not require an instant response. Asynchronous communication tools include email, voice and text messages and recorded videos.

Asynchronous communication is useful when you are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away.

Whenever you're communicating, you should respect the following:

Be polite.
Be patient.
Be helpful.
Be clear





Fourth Axis : (Software Projects)

* * Lesson 2: How digital devices work * *

INSTALLING SOFTWARE

Windows PC: Find the program online. Click the download button. Click on the file, located in Downloads. A

box will pop up. Follow the instructions to finish the installation process.

Android device: Tap on the Apps icon. Go to the App store (Google Play stores). Find the app you're looking for and click install.

UPDATING SOFTWARE

Many programs install necessary updates automatically.

Windows PC: Some major updates require a restart. Windows will prompt you when this is the case. To manage updates, go to the following: Start button →Settings →Update and Security →Windows update

Android device: To check for updates, go to System →System Update, Here, you will find updates that still need to be installed, follow the instructions to install the necessary updates.

Troubleshoot screen freezes

Windows PC: Press and hold the "Ctrl," "Alt," and "Del" buttons

Android device: Hold down the power button for 30 seconds and restart

Binary numbers system: Computers use binary to store data more efficiently. The binary system uses the two values 1 and 0 to express the binary numbers system, (1 means on, 0 means off)

** Lesson 4: Determining the needs for a digital project **

Elements of good planning:

- **Knowing** the purpose of final products.
- **Determine** a list of needed elements for the project.
- **Prepare** the required tools for each part of the project.
- **Assigning** roles based on the strengths and interests of each group member.

some tools you may need for a group project:

Microsoft Word: Word (in Microsoft Office 365) is an efficient program to use when working on projects. Not only can group members work together at the same time, but with an internet connection, This can be done by setting up online editing.

Microsoft Paint: You can save the images you create and insert them into your document.

Email: Use email to send your work to other group members or to your teacher. Write your ideas in a message or attach a document.

Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Understanding the roles group members will play in the project is important. Before you start, speak to your group members to discuss the following:

- The strengths of each group member .
- The things needed to complete the project: pictures, text, data, etc.

The tools that will be needed to complete each section of the project

The format that will be used to deliver information

** Lesson 5: Gathering data and presenting information **

Some useful tools in Excel:

Add up numbers: Select the cells you want to add together. Then click: Home Tab → AutoSum Enter

Add titles or labels (e.g., for an axis) to a graph/chart: Toolbar →Chart Design→ Add Chart Element

Choose the color of a graph/chart: Toolbar →Chart

Choose the type of a graph/chart: Toolbar →Chart Design →Change chart type

Choose the layout of a graph/chart: Toolbar→ Chart Design →Quick Layout

Digital information-handling skills

You can research, collect, classify and process information using digital information handling skills.

Research: When researching a topic, first define a research question, then use the internet or offline sources, such as digital books found on your device or in the school library, to find information.

Collection: You can use Word, Excel (for numeric data), and pen and paper. Put data into specific files and folders for different types (e.g. images, text, videos, tables).

Classification: Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

Processing: Once you have researched, collected, and classified your information, you want to process it to get to results and share them with others. You could use Word for a report, Excel for a spreadsheet, or PowerPoint to create a presentation

** Lesson 6: Presenting information in an appealing way **

Microsoft Word and PowerPoint

Text can show important information in an appealing way. Consider using one or two colors to show emphasis on specific information, and put important text in **bold** to make key information stand out.

Use the formatting tools to do this.

You can also insert WordArt to make text have even more impact.

In PowerPoint consider using different background colors.

Photographs that reflect the topic of your message can catch the viewer's eye.

You can also insert shapes or even your own drawings.

Graphs and charts are a good way to share data, especially numbers.

Add audio to enhance a text or image. Be sure there's a clear link to the visual displayed data, and that it's not too long or distracting.

Consider using video clips in your presentation – ones you find online, or videos you have made.

Movie Maker

You can use Movie Maker to make a film from a selection of still images.

The intellectual property rights of others should be respected when using their photos, videos and audio files.

* * Lesson 7: Producing an effective presentation| * *

Using Microsoft PowerPoint to make storyboards can be valuable to help producing an effective presentation.
Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.

Make a very rough version of your presentation with a description of each slide, then go to View → Slide Sorter to see an overview of your presentation.

A storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.

As you can see, a storyboard helps you organize your ideas in order, allows you to tell the story you want in a simple way, and helps you give an organized and understandable presentation.

The 10-20-30 rule of Microsoft PowerPoint

Let's learn about the 10-20-30 rule of PowerPoint:
A PowerPoint Presentation shouldn't present too much information or take up too much time that will overwhelm the audience. Font size should be easy to read.
10: up to ten slides only
20: no longer than 20 minutes
30: font no smaller than 30-point size
When your presentation is taking shape, look at the 'Design' tab, in PowerPoint which offers alternatives to the normal black-and-white design of your presentation.

* * Lesson 8: Web design principles * *

HTML (Hypertext Markup Language): is the language that will be displayed on a web browser. It's refer to (Hyper Text Markup Language).

To create a web page:

1. Open "Word" program.
2. From "View" select "Web Layout".
3. Save your file as a web page from "File" menu, select "Save as", then "Web page"

Elements of a web page:

- Head title – Subhead Title.
- Main Text.
- Picture – Audio file – Video

Consider font size and color for each piece – the main text will be smaller, but must still be clearly visible. Use simple fonts so your message is not hard to read.

Put (√) or (X) :

1	Protection from piracy on the internet is from Digital citizenship rights.	( )
2	The Internet is used to improve health care provided to citizens.	( )
3	Respecting others' privacy is from the digital citizenship responsibilities.	( )
4	The Internet contributes to social activities that help in some social issues.	( )
5	Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities.	( )
6	It is important to make sure of the source of information you get about different topics.	( )
7	The website of Alexandria Digital Library is considered from the reliable online websites.	( )
8	The Egyptian Knowledge Bank provides many free various educational materials	( )
9	The Egyptian Knowledge Bank is considered from the reliable online websites.	( )
10	The Egyptian Knowledge Bank website provides the ability to download files to your device	( )
11	The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered from the reliable online websites.	( )
12	The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners.	( )
13	The purpose of commercial websites is to sell products or provide services.	( )
14	Microsoft Edge enables you to create databases.	( )
15	Amazon is an example of a commercial website.	( )
16	Microsoft Edge enables you to add images, text, and links.	( )
17	The Egyptian Knowledge Bank is considered a non-commercial website.	( )
18	Microsoft Edge is the web browser that comes with Microsoft Windows.	( )
19	Asynchronous communication requires communication and immediate response between people.	( )
20	Digital libraries provide searching for various media such as images and videos and downloading it.	( )
21	Google digital maps enable you to locate clear and accurate directions for places.	( )
22	Instant chat rooms are asynchronous communication tools.	( )
23	Electronic museums allow users to view the museum on digital devices.	( )
24	Electronic mail is considered from synchronous communication tools which require an instant response.	( )
25	Exhibiting positive behavior in interactions with others online is from the responsibilities.	( )
26	The Egyptian Knowledge Bank provides many free educational resources.	( )

Question (ICT) Grade 5

No.	Statement	Answer
27	Google digital maps enable you to locate clear and accurate directions for places.	( )
28	Microsoft Edge is a web browser that comes with Microsoft Windows.	( )
29	Amazon is an example of a commercial website.	( )
30	Electronic mail is considered from synchronous communication tools which require an instant response.	( )
31	The Internet enables you to download programs and applications from official application stores.	( )
32	Computers use Decimal systems to store data.	( )
33	Computers use binary systems to store data.	( )
34	When you download a file for a specific program, this file appears to you in the Download folder.	( )
35	Computers do not understood Numbers in binary systems.	( )
36	The software on the computers must be constantly updated to work efficiently.	( )
37	The binary system uses 0, 1 to express numbers on computers.	( )
38	Paint program is used when working on various projects.	( )
39	Microsoft Word allows multiple users around the world to edit the same document online.	( )
40	Paint program is used to edit and save images.	( )
41	Microsoft Word is one of the useful programs for the implementation of a project.	( )
42	Before starting a project, it is not necessary for group members to understand their roles in the project.	( )
43	Email helps you send your work to your teacher and group colleagues.	( )
44	Using Excel, you can add up a group of cells.	( )
45	Graphs and charts are a good way to share data.	( )
46	Using Excel, you can perform a calculation on a group of cells.	( )
47	Power Point presentation program allows adding effects to slides.	( )
48	The Paint program helps you classify and process information.	( )
49	It is better to add audio content to enhance the text and image on the presentation.	( )
50	The storyboard helps you to organize your ideas in the right sequence within your presentation.	( )
51	HTML is considered a hypertext markup language.	( )
52	The presentation should contain a huge amount of information.	( )
53	Hypertext markup language (HTML) helps you to design a web page.	( )
54	The font size within the presentation should be appropriate and easy to read.	( )
55	HTML is an abbreviation for Hyper Text Markup Language.	( )
56	When you download a file for a specific program, that file appears in the Download folder	( )

57 The binary system 0.1 is used to express numbers on computers. ( )

58 Microsoft Word allows multiple users around the world to edit the same document through the internet. ( )

59 The binary system 0.1 is used to express numbers on computers. ( )

60 Paint program helps you in classifying and processing information. ( )

61 HTML is a hypertext markup language. ( )

Choose the correct answers:

1- using the internet by companies to help others, and addressing environmental causes is knowing as …………………

A. Challenges'

B. show downs.

C. corporate social responsibility (CSR) .

D. Individual responsibility.

2- Protection from piracy on the internet is considered from ……………….

A. Rights.

B. Ideas.

C. Interactions.

D. Properties.

٣- .... .programs is used to create websites

A. Excel.

B. Word.

C. WordPress.

D. Paint.

4- ………………………… is considered from reliable online websites

A. Facebook.

B. Forums.

C. EKB.

D. YouTube

5 -To start a new collection on Microsoft Edge web browser, you can press....

A. Start New Collection.

B. Copy Fill.

C. Past Fill.

D. Edit fills.

6- ………………….. is considered from the non-commercial websites.

A. Facebook.
B. Amazon.
C. EKB.
D. YouTube.
7- From the examples of specialized search engines...........................
A. Bing.
B. Word.
C. Excel.
D. Paint.
8- From synchronous communication tools...................
A. Email.
B. Instant chat rooms.
C. Recorded video.
D. Google search engine.
9- From the examples of specialized search engines...........................
A. Bing.
B. Word.
C. Excel.
D. Paint.
10- .... program is used to create websites.
A. Bing.
B. Word.
C. WordPress.
D. Paint.
11- To solve the problem of the screen freezing, click.....................
A. F5+Enter.
B. Del+F1.
C. Del+Alt+F7.
D. Ctrl+Alt+Del
12- Computers understand data through .... electrical signals.
A. Mono 1.
B. Binary 0, 1
C. Trilogy 3.
D. Quad 4.
13- To edit a document on a Word file, you must.............................
A. Paste document.
B. Select document.
C. Copy document.
D. Delete document
14- .... Helps you to send your work to your teacher and colleagues within the group.



A. Email.
B. YouTube.
C. Paint.
D. Word.
15- Use .... search engine on search.
A. Google.
B. Home.
C. Paint.
D. Power Point.
16- ………….. Program is used to make a film from a selection of still images.
A. Word.
B. Paint.
C. Excel.
D. Movie Maker.
17- ………. is a chart that shows a specific content sequence in the form of a chart.
A. Storyboard.
B. Playlists.
C. Playback Tools.
D. Menu Bar
18- …………………. is the hypertext markup language.
A. Java.
B. HTML.
C. SQL
D. Python.
19- From the examples of specialized search engines is...................
A. Bing.
B. Word.
C. Excel.
D. Paint.

Put (√) or (X) :

1	Protection from piracy on the internet is from Digital citizenship rights.	(√)
2	The Internet is used to improve health care provided to citizens.	(√)
3	Respecting others' privacy is from the digital citizenship responsibilities.	(√)
4	The Internet contributes to social activities that help in some social issues.	(√)
5	Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities.	(√)
6	It is important to make sure of the source of information you get about different topics.	(√)
7	The website of Alexandria Digital Library is considered from the reliable online websites.	(√)
8	The Egyptian Knowledge Bank provides many free various educational materials	(√)
9	The Egyptian Knowledge Bank is considered from the reliable online websites.	(√)
10	The Egyptian Knowledge Bank website provides the ability to download files to your device	(√)
11	The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered from the reliable online websites.	(√)
12	The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners.	(X)
13	The purpose of commercial websites is to sell products or provide services.	(√)
14	Microsoft Edge enables you to create databases.	(X)
15	Amazon is an example of a commercial website.	(√)
16	Microsoft Edge enables you to add images, text, and links.	(√)
17	The Egyptian Knowledge Bank is considered a non-commercial website.	(√)
18	Microsoft Edge is the web browser that comes with Microsoft Windows.	(√)
19	Asynchronous communication requires communication and immediate response between people.	(X)
20	Digital libraries provide searching for various media such as images and videos and downloading it.	(√)
21	Google digital maps enable you to locate clear and accurate directions for places.	(√)
22	Instant chat rooms are asynchronous communication tools.	(X)

Question (ICT) Grade 5

23 Electronic museums allow users to view the museum on digital devices. (√)

24 Electronic mail is considered from synchronous communication tools which require an instant response. (X)

25 Exhibiting positive behavior in interactions with others online is from the responsibilities. (√)

26 The Egyptian Knowledge Bank provides many free educational resources. (√)

27 Google digital maps enable you to locate clear and accurate directions for places. (√)

28 Microsoft Edge is a web browser that comes with Microsoft Windows. (√)

29 Amazon is an example of a commercial website. (√)

30 Electronic mail is considered from synchronous communication tools which require an instant response. (X)

31 The Internet enables you to download programs and applications from official application stores. (√)

32 Computers use Decimal systems to store data. (X)

33 Computers use binary systems to store data. (√)

34 When you download a file for a specific program, this file appears to you in the Download folder. (√)

35 Computers do not understood Numbers in binary systems. (X)

36 The software on the computers must be constantly updated to work efficiently. (√)

37 The binary system uses 0, 1 to express numbers on computers. (√)

38 Paint program is used when working on various projects. (√)

39 Microsoft Word allows multiple users around the world to edit the same document online. (√)

40 Paint program is used to edit and save images. (√)

41 Microsoft Word is one of the useful programs for the implementation of a project. (√)

42 Before starting a project, it is not necessary for group members to understand their roles in the project. (X)

43 Email helps you send your work to your teacher and group colleagues. (√)

44 Using Excel, you can add up a group of cells. (√)

45 Graphs and charts are a good way to share data. (√)

46 Using Excel, you can perform a calculation on a group of cells. (√)

47 Power Point presentation program allows adding effects to slides. (√)

48 The Paint program helps you classify and process information. (X)

49 It is better to add audio content to enhance the text and image on the presentation. (√)

50 The storyboard helps you to organize your ideas in the right sequence within your presentation. (√)

51 HTML is considered a hypertext markup language. (X)

52 The presentation should contain a huge amount of information. (√)

53 Hypertext markup language (HTML) helps you to design a web page. (√)

54 The font size within the presentation should be appropriate and easy to read. (√)

55 HTML is an abbreviation for Hyper Text Markup Language. (√)

56 When you download a file for a specific program, that file appears in the Download folder (√)

57 The binary system 0.1 is used to express numbers on computers. (√)

58 Microsoft Word allows multiple users around the world to edit the same document through the internet. (√)

59 The binary system 0.1 is used to express numbers on computers. (√)

60 Paint program helps you in classifying and processing information. (X)

61 HTML is a hypertext markup language. (√)

Choose the correct answers:

1- using the internet by companies to help others, and addressing environmental causes is knowing as …………………

A. Challenges'

B. show downs.

C. corporate social responsibility (CSR) .

D. Individual responsibility.

2- Protection from piracy on the internet is considered from………………

A. Rights.

B. Ideas.

C. Interactions.

D. Properties.

٣- ……………. .programs is used to create websites

A. Excel.

B. Word.

C. WordPress.

D. Paint.



4- .... Is considered from reliable online websites
A. Facebook.
B. Forums.
<u>C. EKB.</u>
D. YouTube
5 -To start a new collection on Microsoft Edge web browser, you can press....
<u>A. Start New Collection.</u>
B. Copy Fill.
C. Past Fill.
D. Edit fills.
6- .... is considered from the non-commercial websites.
A. Facebook.
B. Amazon.
<u>C. EKB.</u>
D. YouTube.
7- From the examples of specialized search engines...........................
<u>A. Bing.</u>
B. Word.
C. Excel.
D. Paint.
8- From synchronous communication tools...................
A. Email.
<u>B. Instant chat rooms.</u>
C. Recorded video.
D. Google search engine.
9- From the examples of specialized search engines...........................
<u>A. Bing.</u>
B. Word .
C. Excel.
D. Paint.
10-................... Program is used to create websites.
A. Bing.
B. Word.
<u>C. WordPress.</u>
D. Paint.
11- To solve the problem of the screen freezing, click ....
A. F5+Enter.
B. Del+F1.
C. Del+Alt+F7.
<u>D. Ctrl+Alt+Del</u>



12- Computers understand data through .... electrical signals.
A. Mono 1.
B. Binary 0, 1
C. Trilogy 3.
D. Quad 4.
13- To edit a document on a Word file, you must..............................
A. Paste document.
B. Select document.
C. Copy document.
D. Delete document
14- .... helps you to send your work to your teacher and colleagues within the group.
A. Email.
B. YouTube.
C. Paint.
D. Word.
15- Use .... search engine on search.
A. Google.
B. Home.
C. Paint.
D. Power Point.
16- .... program is used to make a film from a selection of still images.
A. Word.
B. Paint.
C. Excel.
D. Movie Maker.
17- .... is a chart that shows a specific content sequence in the form of a chart.
A. Storyboard.
B. Playlists.
C. Playback Tools.
D. Menu Bar
18- .... is the hypertext markup language.
A. Java.
B. HTML.
C. SQL
D. Python.
19- From the examples of specialized search engines is...................
A. Bing.
B. Word.
C. Excel.
D. Paint.

حمل الآن

مجانا وحصريا

المراجعة رقم (4)









Final Revision

Mr. Ahmed Elbasha

✹(1) Choose the right answer:

1. As a digital citizen, we have .... and responsibilities.

a. tasks b. rights c. roles d. privacy

2. The .... is an example of a non-commercial website.

a. Reviews b. Amazon
c. EKB d. Alexandria Library

3. The .... will highlight words or phrases that may be incorrect and suggest alternatives, to help you edit your text.

a. Editor b. export c. collections d. import

4. Online libraries such as .... have secure, verified information.

a. Alexandria Library b. EKB
c. both (a) & (b) d. Amazon

5. In the computer binary system, number (1) means ....

a. on b. off c. pass d. numeric

6. You can use .... to send your work to other group members or to your teacher.

a. Paint program b. YouTube c. E-mail d. Word

7. .... help customers decide if they want to buy a particular product or not.

a. Reviews b. Emails c. Advertisements d. Menus

8. Computers use .... number system to store data more efficiently.

a. binary b. decimal c. octal d. title

9. The purpose of commercial websites is ....

a. sell products or services b. watching films
c. education d. rights

10. Go to collection at the .... corner of Microsoft Edge to start new collection.

a. up b. down c. top right d. wrong

11. You can use .... program to create tables and graphs.

a. Excel b. Zoom c. Paint d. WhatsApp

12. Subheadings have a .... font size than heading.

a. bigger b. smaller c. larger d. weak

13. The result of the equation (= A3 + B3) will be .... in case of A3 = 5 and B3 = 3

a. 2 b. 8 c. 15 d. 20

14. Express your opinions in a .... is one of social responsibilities.

a. positive way
b. negative way
c. both (a) and (b)
d. none of them

15. It is better not to exceed the duration of presentation for .... minutes.

a. 10 b. 20 c. 30 d. 40

16. .... is the language that will be displayed on a web browser.

a. HTML b. Editor c. PHP d. paint

17. .... is an example of commercial website.

a. EKB b. Paint c. Amazon d. Word

18. Computers use .... to store data more efficiently.

a. decimal numbers
b. binary numbers
c. eight numbers
d. none of them

19. You can use .... to make a film from a selection of still images.

a. Word b. Movie Maker c. PowerPoint d. Excel

20. .... these can provide clear and accurate directions to the required places.

a. EKB b. Online museums c. Online maps d. Messages

21. One of the synchronous communication digital tools is ....

a. video chat b. email c. text message d. games

22. The number of slides in a presentation should not be more than .... slide.

a. 10 b. 20 c. 30 d. 40

23. The software that is used to create web site is ....

a. WordPress b. YouTube c. PowerPoint d. Excel

24. To start a collection in Microsoft edge you can select ....

a. starts new collection
b. new folder
c. new web page
d. new title

25. To solve the problem of screen freezes you can use the .... button.

a. ALT + Tab + Del
b. ALT + Ctrl + shift
c. ALT + Ctrl + Del
d. None of them

26. .... is the web browser that comes with Microsoft Windows.

a. Microsoft Edge
b. Mozilla Firefox
c. Google Chrome
d. Opera browser

27. You can use the .... program to collect numeric information.

a. Word
b. PowerPoint
c. Excel
d. none of them

28. The font in a presentation shouldn't be smaller than .... point size.

a. 10 b. 20 c. 30 d. 40

29. The computer binary system number (0) means ....

a. pass b. on c. off d. double

30. .... communication is real-time communication between people.

a. Email b. Synchronous
c. Asynchronous d. None of them

31. You can discover the capitalization errors via ....

a. export b. editor c. edge d. collections

32. Software programs like .... are used to create websites .

a. game b. WordPress c. chat d. Google

33. .... allow you to view museums digitally.

a. Online Libraries b. Online Museums
c. Online Maps d. EKB

34. .... is an example of reliable online libraries .

a. WhatsApp b. The Alexandria Digital Library
c. YouTube d. Facebook

35. .... is the web browser which can help you browse, search and stream.

a. Microsoft Edge b. PowerPoint c. Excel d. Word

36. To solve the problem of screen freezes, you can use ....

a. Alt+ Tab + Del b. Ctrl + Alt + Del
c. Alt + Del d. none of them

37. You can use .... sign to add the values of cells in Excel.

a. + b. - c. * d. /

38. In the computer binary system. number (1) means ....

a. on b. off c. double. d. up

39. .... is a resource to find copy right-free information.

a. Creative commons search b. Google chrome
c. Online libraries d. WhatsApp

40. You can use .... program to create tables and graphs.

a. Excel b. Paint c. Zoom d. Word

41. The result of the equation (=A2-B2) will be .... in case of A2=10 and B2=3.

a. 5 b. 8 c. 7 d. 9

42. You can choose .... from file menu to save a file as a web page.

a. save as b. share c. delete d. copy

43. To save a document as a web page, choosing .... menu then save as then web page

a. File b. Edit c. View d. Design

44.................. is real-time communication between people.

a. Synchronous communication
b. Asynchronous communication
c. Email
d. None of them

45. In PowerPoint program, you can add .... to the slide.

a. sound
b. shapes
c. video
d. all of them

46.................. are examples of reliable sources.

a. Alexandria Digital Library
b. EKB
c. Both (a) and (b)
d. None of them

47. One of the asynchronous communication digital tools is ....

a. video chats
b. instant chat rooms
c. recorded videos
d. all of them

48. Google or Bing are very useful ....

a. online libraries
b. specialized Search Engines
c. online museums
d. all of them

49. You should download software from ....

a. reliable sources
b. untrusted sources
c. unreliable sources
d. none of them

50. You can use Ctrl + Alt + Del to solve the problem of screen freezes in ....

a. Windows PC
b. iPhone
c. Android
d. both (b) and (c)

51. The font size of the subtitles must be .... the main title's font.

a. greater than
b. equal to
c. same as
d. less than

52. Electronic libraries contain .... to present research results.

a. Videos
b. Icons
c. Search Engines
d. Numbers

53. Before sharing information, you must first ensure that the sources ....

a. weak
b. unreal
c. accurate
d. strong

54.................. is used to send a document.

a. Email
b. Address
c. Title
d. Google

55. Websites often put .... that match your interests in geographical location.

a. comments
b. jokes
c. advertisements
d. tools

56. One of your rights as a digital citizen is protection from ....

a. privacy
b. piracy
c. sharing
d. record

57.................. websites often include customer reviews and advertisements .

a. Commercial
b. Non-commercial
c. Both a & b
d. None of them

58. Online maps can provide clear and accurate ....

a. engines
b. school
c. directions
d. apps

59. Microsoft word program is one of .... apps.

a. Programming Languages
b. Microsoft Windows
c. Microsoft Office 365
d. all of them

60. .... is a web browser that comes with Microsoft windows.

a. Microsoft Edge
b. Microsoft Word
c. EKB
d. Google chrome

61. .... can be used to create web pages.

a. Word
b. HTML
c. Both a & b
d. None of them

62. .... is used to check grammar and spelling.

a. Skype
b. Google
c. Microsoft Editor
d. Facebook

63. The time of PowerPoint presentation should not be longer than ....

a. 30 minutes
b. 10 minutes
c. 20 minutes
d. 40 minutes

64. The .... is an example of reliable online library websites.

a. Egyptian Knowledge Bank
b. Google
c. Amazon
d. WhatsApp

65. Microsoft Edge is the browser that comes with ....

a. Windows
b. Google
c. macOS
d. WhatsApp

66. .... is a way to share information.

a. Pollution
b. Social media
c. Tasks
d. Files

67. .... is a program used to create a database and table.

a. Word
b. Paint
c. PowerPoint
d. Excel

68. You could use .... to create a presentation.

a. Windows
b. Word
c. PowerPoint
d. Excel

69. The Egyptian Knowledge Bank (EKB) offers ....

a. dictionaries
b. encyclopedias and books
c. video and audio
d. all of them

70. Asynchronous communication tools include ....

a. email
b. voice and text messages
c. recorded videos
d. all of them

✸(2) Put (√) or (X) :

1.	To start a formula, use the«+» symbol at the beginning of the equation.	( )
2.	You can't add shape to slides in PowerPoint program.	( )
3.	PowerPoint presentation shouldn't present too much information.	( )
4.	We can buy products Online from non-commercial websites.	( )
5.	Protection from piracy is one of rights of digital citizens.	( )
6.	Google Maps aren't accurate and are never updated.	( )
7.	Microsoft Editor use to check for spelling and grammar.	( )
8.	Asynchronous communication does not require an instant response.	( )
9.	The purpose of non-commercial websites is to sell products or services.	( )
10.	Microsoft Word is an efficient program to use when working on projects.	( )
11.	Software programs never need to be updated.	( )
12.	Make sure the information you share, and its purpose, are clear.	( )
13.	Amazon is a commercial website, it provides services and products.	( )
14.	Commercial website often include customer reviews.	( )
15.	You can't add video to collection in Microsoft Edge.	( )
16.	You can use Microsoft Word to make a film from a selection of still images.	( )
17.	Assigning roles is based on the interests of each group member.	( )
18.	Downloading files from the EKB to your device is not allowed.	( )
19.	Icons can be clicked to reach other sections or webpage.	( )
20.	Use Microsoft Editor to check for spelling and grammar.	( )
21.	If a site is spreading false or harmful information, stop visiting that site.	( )
22.	Many programs can be update automatically.	( )
23.	Reviews are one way you can get information about a product.	( )
24.	Graphs and charts are good way to share data.	( )
25.	You can't insert an image into a Microsoft Word.	( )
26.	Auto sum is used to add values automatically in Excel.	( )
27.	MS editor is used to check errors in capital letters in the English.	( )

28. You must exhibit positive behavior in interactions with others. ( )

29. Software programs like WordPress are used to create websites. ( )

30. Microsoft Edge is web browser that comes with Microsoft Office 365. ( )

31. Updates help programs to run more slowly. ( )

32. Google maps can provide clear and accurate direction to the required places. ( )

33. When you start creating your website, you can choose a blank template. ( )

34. The 10-20-30 rule is used in Microsoft Excel. ( )

35. Extreme reactions to products aren't usually good indicators about a product. ( )

36. The browser can help you browse, search, stream ( )

37. Updates help programs to run more efficiently. ( )

38. Asynchronous communication is real-time communication. ( )

39. Word program is used to create a presentation. ( )

40. Whenever you're communicating , you should be not clear. ( )

41. You can use email to send your project to your teacher. ( )

42. Amazon is an example of commercial website. ( )

43. We can use Paint program to create webpages. ( )

44. Google Chrome is one of the browsers that come with Microsoft Windows. ( )

45. Make sure the information you share, and it purpose are clear. ( )

46. Recorded Videos are example of asynchronous communication. ( )

47. You cannot attach files to your message when creating new E-mail. ( )

48. Paint program is used to create films including some pictures. ( )

49. HTML is the language that will be displayed on a web browser. ( )

50. The content of EKB is suitable for children only. ( )

51. The binary system is a language that the computers understand. ( )

52. Excel program is used to create presentations ( )

53. We shouldn't spread false information. ( )

54. You can use word to check for spelling and grammar errors. ( )

55. Google or Bing is very useful specialized search engines. ( )

56. You can use the internet to help others via social media.	( )
57. Websites are either commercial or non-commercial.	( )
58. We can buy products online from non-commercial websites.	( )
59. Be polite and be patient when communicating with others online.	( )
60. Text messages are considered a synchronous communication tool.	( )
61. You can insert shapes in Microsoft Word only.	( )
62. You can't add videos or links to a collection in Microsoft Edge.	( )
63. You cannot attach a document to your email.	( )
64. You can use Microsoft Word to create web page.	( )
65. When you write an E-mail don't be polite.	( )
66. One of your rights is protection from piracy.	( )
67. All online information is trusted.	( )
68. Movie Maker is used to make a film from a collection of still images.	( )
69. Sharing and accessing information is one of the rights you have as a digital citizen.	( )
70. Computers use the eight number system to store data more efficient.	( )
71. You cannot express your opinions freely online.	( )
72. Synchronous communication is real-time communication between people.	( )
73. The purpose of commercial website is to sell products.	( )
74. Recorded videos are example of asynchronous communication.	( )
75. The Egyptian Knowledge Bank is a commercial site.	( )
76. The binary system uses only the values 1, 2.	( )
77. We should download software from unreliable sources.	( )
78. The purpose of commercial websites is to sell products or services.	( )
79. Part of being a good digital citizen is helping others.	( )
80. Software should be updated regularly to help it run more efficiently.	( )
81. It is a social responsibility to express your opinions in a negative way.	( )

✸(3) Complete the following sentences by using these words:

1. **(social media - CSR - WordPress – responsibility)**

1. .... is the abbreviation of (Corporate Social Responsibility).
2. Respect other's privacy is one of your .... as a digital citizen.
3. Peg Keiner uses .... to spread information about how to safely get rid of the problem of PPE in the environment.
4. .... is used to create websites.

2. **(negative words - titles - Reviews - EKB)**

1. Use .... like Mr., Dr. when communicating with a person of authority.
2. From the recommendation of communicating online, avoid ....
3. .... is an example of a non-commercial website.
4. .... are a way you can get information about a product.

3. **(collection - Microsoft Editor - web browser - one place)**

1. You can export a .... to Excel or Word apps.
2. The Collections feature organizes research in .... and on multiple devices.
3. Microsoft Edge is the .... that comes with Microsoft Windows.
4. .... is used to make suggestions to correct errors .

4. **(Privacy - online – Feelings - WordPress)**

1. Your .... are difficult to convey through written messages.
2. .... is a digital citizen's right.
3. It's important to be positive when communicating ....
4. .... is used to create websites.

5. **(Amazon - Reviews – commercial - EKB)**

1. The purpose of .... websites is to sell products or services.
2. .... is a commercial website.
3. .... are one way you can get information about a product.
4. .... is an example of a non-commercial website.

6. **(30 seconds – restart – Google Play – software)**

1. Microsoft office is a .... programs.
2. We can install apps from .... stores.
3. Some major updates require a ....
4. Hold down the power button for .... and restart to solve the problem of screen freezes.

7. **(presentation - Paint program - Word program - E-mail)**

1. .... is one of Microsoft Office 365 and it is used for writing.
2. We use .... to create and edit images.
3. The .... is used for sending and receiving messages.
4. .... can show important information in an appealing way.

8. **(email - Synchronous - Asynchronous - helpful)**

1. An .... is an example of asynchronous communication.
2. A part of being a good digital citizen is to be ....
3. .... communication is a real-time communication and needs an immediate response
4. .... communication does not require an instant response.

9. **(Online maps - Online libraries – google - roles**

1. Search engines, such as .... are very useful to look for information online.
2. .... such as Alexandria Library and EKB, have secure and verified information.
3. .... provide clear and accurate directions to the required places.
4. Before starting a project, you have to assign .... to group members .

10. **(decimal - binary - EKB - Excel - Microsoft Office 365)**

1. The .... system is called the base-ten system.
2. The .... system represents information by 1 sand 0 s.
3. MS Word is one of the programs included in ....
4. .... program is used to create a graph.
5. The .... is one of the online sources.

Model Answer

(1) Choose the right answer:

1. B	13. B	25. C	37. A	49. A	61. B
2. C	14. A	26. A	38. A	50. A	62. C
3. A	15. B	27. C	39. A	51. D	63. C
4. C	16. A	28. C	40. A	52. C	64. A
5. A	17. C	29. C	41. C	53. C	65. A
6. C	18. B	30. B	42. A	54. A	66. B
7. A	19. B	31. B	43. A	55. C	67. D
8. A	20. C	32. B	44. A	56. B	68. C
9. A	21. A	33. B	45. D	57. A	69. D
10. C	22. A	34. B	46. C	58. C	70. D
11. A	23. A	35. B	47. C	59. C	
12. B	24. A	36. A	48. B	60. A	

(2) Put (√) or (X) :

1. (X)	15. (X)	29. (√)	43. (X)	57. (√)	71. (X)
2. (X)	16. (X)	30. (X)	44. (X)	58. (X)	72. (√)
3. (√)	17. (√)	31. (X)	45. (√)	59. (√)	73. (√)
4. (X)	18. (X)	32. (√)	46. (√)	60. (X)	74. (√)
5. (√)	19. (√)	33. (√)	47. (X)	61. (X)	75. (X)
6. (X)	20. (√)	34. (X)	48. (X)	62. (X)	76. (X)
7. (√)	21. (√)	35. (√)	49. (√)	63. (X)	77. (X)
8. (√)	22. (√)	36. (√)	50. (X)	64. (X)	78. (X)
9. (X)	23. (√)	37. (√)	51. (√)	65. (X)	79. (√)
10. (√)	24. (√)	38. (X)	52. (X)	66. (√)	80. (√)
11. (X)	25. (X)	39. (X)	53. (√)	67. (X)	81. (X)
12. (√)	26. (√)	40. (X)	54. (√)	68. (√)	
13. (√)	27. (√)	41. (√)	55. (√)	69. (√)	
14. (√)	28. (√)	42. (√)	56. (√)	70. (X)	

(3) Complete the following sentences by using these words:

1	1. CSR 2. Responsibility 3. social media 4. WordPress	2	1. Titles 2. negative words 3. EKB 4. Reviews
3	1. Collection 2. one place 3. web browser 4. Microsoft Editor	4	1. Feelings 2. Privacy 3. Online 4. WordPress
5	1. Commercial 2. Amazon 3. Reviews 4. EKB	6	1. Software 2. Google Play 3. Restart 4. 30 seconds
7	1. Word program 2. Paint program 3. E-mail 4. presentation	8	1. email 2. helpful 3. Synchronous 4. Asynchronous
9	1. Google 2. Online libraries 3. Online maps 4. roles	10	1. decimal 2. binary 3. Microsoft Office 365 4. Excel 5. EKB

المراجعة رقم (5)







Theme 3: Lesson 1 Questions: Explorer is Action

First : Put (✓) or (×) :-

1- The Go Green initiative in Egypt aims to raise awareness of environmental issues. ( )

2- Emphasizes each citizen's role in protecting the environment and natural resources is not one of the goals of the Go Green initiative. ( )

3- Keiner used technological tools to spread awareness about the dangers of litter. ( )

4- Keiner decided to help spread awareness of the dangers of the Internet. ( )

5- The Egyptian Ministry of Environment issued an initiative entitled "Go Green" in 2019. ( )

6- Keiner launched the #trackingppe hashtag on Twitter. ( )

7- Debris Tracker App can be downloaded on the mobile phone for free. ( )

8- Keiner is a National Geographic explorer. ( )

9- Peg Keiner is a biologist. ( )

Second: Choose the correct answer from the following:

1. The .... initiative in Egypt aims to spread awareness of environmental issues.

A- Go green B- Improve health services C- Social media d- all above

2. It is considered one of the initiatives that the Egyptian Ministry of Environment focused on to raise awareness of the dangers of waste

A- A decent life. B- Go green. C- 100 million health d- all above

3. One of the digital applications used to collect data on personal protective waste.

A- Word B- Excel C- Debris Tracker d- paint

4. The .... application can be used to record data on waste locations and types.

A- Debris Tracker B- Whatsapp C- GPS d- word

5. To create a hashtag, it must begin with the sign ....

A- # B- @ C- $ d- %

6. Keiner works as .... and is also an ambassador for the Global Goals to the United Nations.

A- Director of innovations at a school B- Explorer at National Geographic

C- All of the above D- None

7. Among the initiatives that the Egyptian Ministry of Environment focused on to raise awareness of the dangers of waste is ....

A- Go green B- Improve health services C- Social media d- all above

8. The waste tracker application allows you to record waste locations via...

A- GPS B- IR C- Bluetooth d- all above

9. Personal protective equipment (PPE) such as.

a- facemasks b- disposable gloves. c-a & b d- none

10. Ms.Keiner used the hashtag .... on twitter and instagram to encourage followers to collect PPE.

a- #Go green b- #trackingppe c-#Gppe d- all above

11. The "go Green" initiative aims to spread awareness of issues ....

a- Educational b- environmental c- all of the above d- none

12. Location data can be recorded via the .... system.

a- Android b- Windows C- Mac OS d- GPS

****

Theme 3 : Lesson 2 Questions: Digital citizenship and social responsibility

First: Put a sign (✓) or a sign (x):

1. One of your responsibilities as a digital citizen is to respect the privacy of others. ( )
2. You should visit sites that publish fake information. ( )
3. Your opinions should be positive when communicating with people online. ( )
4. When communicating online, you must express your opinions in a positive way. ( )
5. Respecting the privacy of others is one of the most important rights you enjoy as a digital citizen. ( )
6. One of the individual's rights as a digital citizen is lack of privacy. ( )
7. You can express your opinion online, considering your rights and responsibilities. ( )
8. You cannot express your opinions freely online. ( )
9. It is your social responsibility when using the Internet to help others. ( )
10. Websites that publish false or harmful information must be monitored. ( )
11. You must make sure not to spread false information. ( )
12. Protection from piracy on the internet is from Digital citizenship rights. ( )
13. The Internet is used to improve health care provided to citizens. ( )

14. Respecting others' privacy is from the digital citizenship responsibilities. ( )

15. The Internet contributes to social activities that help in some social issues. ( )

16. Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. ( )

17. It is important to make sure of the source of information you get about different topics. ( )

Second: Choose the correct answer from the following:

1- It is a use of technology in a safe way.

a- Digital Citizenship b- Digital Footprint c- Piracy d- all of above

2- Among the rights that you must enjoy as a digital citizen ....

a- Privacy b- Respecting the privacy of others c- Both d- None

3- The individual's responsibilities as a digital citizen are ....

a- Respecting the privacy of others b- Privacy

c- Protection from piracy d- all of above

4- Digital citizenship provides you with rights such as ....

a- Privacy b- Protection from piracy

d- ability to use the internet c- All of above

5- As a digital citizen, respect the privacy of others.................

a- Your rights b- Your responsibilities c- Both d- none

6- One of your most important responsibilities as a digital citizen is .... in dealing with others online.

a- Showing positive behavior b- Protection from piracy c- Both d- none

7- You can use the internet via .... to help others and contribute in social activities

a- YouTube b- social media. c-EKB d- all of above

1. using the internet by companies to help others, and addressing environmental causes is knowing as ....

A. Challenges.e B. showdowns.

C. corporate social responsibility (CSR). D. Individual responsibility.

2. Protection from piracy on the internet is considered from ....

A. Rights. B. Ideas. C. Interactions. D. Properties.

****

Theme 3: lesson 3 Questions: Online communication

First: Put (✓) or (x):

1. It is preferable to state the reason for sending a letter to your teacher at the beginning of the letter. ( )
2. You should avoid using nicknames and making jokes when **communicating** with your teacher. ( )
3. It is not necessary to introduce yourself if you have not met the person you are writing to before. ( )
4. One of the forms of positive communication online is the use of kind and encouraging phrases. ( )
5. It is easy to misunderstand online communication negatively. ( )
6. You should use positive words while communicating online. ( )
7. It is difficult for misunderstandings to occur when communicating over the Internet. ( )
8. You can use the jokes method in your communication with your teachers. ( )
9. Using emojis in messages shows tone and emotion. ( )

Second: Choose the correct answer from the following:

1. Examples of positive communication via the Internet.........................

a- Use positive words b- Avoid misunderstanding c- A and B d- none

2. Negative words that should be avoided while communicating online are ....

A- I can b- Unfortunately c- I do. D- all of above

3. When communicating over the Internet, it is best to avoid using phrases such as ....

a- Thank you. b- I can't. c. Unfortunately d- all of above

4. You can communicate via the Internet with others in a .... manner.

a- Writing b- Speaking c- Writing and speaking d- all of above

5. It is difficult to convey feelings and emotions through .... sometimes.

a- Video calls b- Text messages c- Live interviews d- all of above

6. When communicating with the teacher or a responsible person, make sure to ....

a- Be polite b- Use humor c- Both d- none

7. When talking to your teacher, use ....

a- Titles b- nicknames c- jokes style d- all of above

8. When communicating with a teacher or responsible person, you must...

a- Be polite b- Use nicknames c- All of the above d- none

9. It is easy to misunderstand online communication, so always try to determine what the person meant by ....

a- Assume the best b- Assume the worst c- Both d- none

10. In formal situations, you can use a maximum of .... emojis:

A- Three emojis B- Four emojis C- Two emojis D- Ten emojis

****

Theme 3: Lesson4 Questions : Information websites

First: Put a sign (✓) or a sign (x): Information websites

1. The websites of the Library of Alexandria and the Egyptian Knowledge Bank contain safe and reliable information. (   )
2. The Egyptian Knowledge Bank website is considered one of the trusted websites. (   )
3. Menus cause wasting time when searching for information within the site. (   )
4. Digital tools cannot be used to display information in an attractive way. (   )
5. The Egyptian Knowledge Bank displays content suitable for all ages. (   )
6. Online digital libraries are not useful for searching for different media such as images. (   )
7. Knowledge Bank sources are not accurate sources. (   )
8. You cannot download files to your device through the Egyptian Knowledge Bank website. (   )
9. The website of Alexandria Digital Library is considered from the reliable online websites. (   )
10. The Egyptian Knowledge Bank provides many free various educational materials. (   )
11. The Egyptian Knowledge Bank is considered from the reliable online websites. (   )
12. The Egyptian Knowledge Bank website provides the ability to download files to your device. (   )

13. The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered from the reliable online websites. ( )
14. The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. ( )

Second: Choose the correct answer from the following:

1. Electronic libraries contain .... and encyclopedias

a- Dictionaries b- books c- encyclopedias d- All of above

2. Digital library websites such as (the Library of Alexandria and the Egyptian Knowledge Bank include information........

a- Safe and reliable b- Unsafe c- Unreliable d- All of above

3. You can click on .... to access other web pages on the website.

a- Forms b- Icons c- Search engines d- All of above

4. The .... website is considered one of the reliable online library websites.

a- Alexandria Digital Library B- EKB C- both d-none

5. Searching websites is a great source of information that is not protected by copyright, and therefore it is...

a- All sources published on it have been verified.

b- They may not be accurate.

c- All sites are safe

d- All sites are reliable

6. Among the useful features of websites:

a- It has search engines b- It includes clear titles

c- It includes icons d- All of the above

7. It helps you find information and avoid scrolling and wasting time searching for general information

a- Search engine b- Menus c- Icons d- All of above

8. You can click on .... to access other web pages and sections.

a- Search engine b- Menus c- Icons d- All of above

9. .... programs is used to create websites

A. Excel. B. Word. C. WordPress. D. Paint.

10. .... is considered from reliable online websites

A. Facebook. B. Forums. C. EKB. D. YouTube

Theme 3: Lesson 5 Questions : Commercial and non-commercial internet services

First: Put a sign (✓) or a sign (x):

1. Fake and misleading **reviews** do not affect the company's products. ( )
2. Commercial websites aim to provide information or awareness about a specific issue. ( )
3. Non-commercial sites are intended to sell products or provide services. ( )
4. **Reviews** on commercial websites may be misleading. ( )
5. The purpose of commercial websites is to sell products or provide services. ( )
6. Amazon is an example of a commercial website. ( )
7. The Egyptian Knowledge Bank is considered a non-commercial website. ( )

Second: Choose the correct answer from the following:

1. Providing information or raising awareness about an issue.

a- Commercial sites b- Non-commercial sites. c- Amazon d- All of the above

2. Its purpose is to sell products or provide services.

a- Commercial sites b- Non-commercial sites. c- EKB d- All of the above

3. The .... website is an example of a commercial website.

a- Amazon b- EKB c- ADL d- All of the above

4. The Ministry of Education website is an example of websites

a - Commercial b - Non-Commercial c – Unreliable d- All of the above

5. The purpose of the non-commercial website is...

a - Providing information b - Providing services c - Selling products d- All of the above

6. The purpose of commercial sites ....

a- Providing information b- Selling products c- Raising awareness d- All of the above

7. Websites ....are intended to provide information, such as the Egyptian Knowledge Bank.

a- Non-commercial b- Commercial c- benefit d- All of the above

8. ………………. is considered from the non-commercial websites.

A. Facebook. B. Amazon. C. EKB. D. YouTube.

Theme 3: Lesson 6 Questions : Using ICT for content creation

First: Put a sign (✓) or a sign (x):

1. Microsoft Edge is a browser that can help you browse, search, stream. ( )
2. The Collections feature in Microsoft Edge organizes research in one place and on multiple devices. ( )
3. Using the Edge program, you can export each collection to other apps such as Excel and Word. ( )
4. The editor will highlight problems such as capitalization errors. ( )
5. Grammatical and spelling errors cannot be reviewed in the word processor program (Word). ( )
6. Microsoft Editor is used to check grammar and spelling. ( )
7. Microsoft Edge enables you to create databases. ( )
8. Microsoft Edge enables you to add images, text, and links. ( )
9. Microsoft Edge is the web browser that comes with Microsoft Windows. ( )

Second: Choose the correct answer from the following:

1. Within each ………………….. you can add entire web pages

a- Tab b- collection c- List d- page

2. Use ………………………… to check for spelling and grammar..

a- Edge Browser b- Microsoft Editor c- Video Processor d- all of above

3. Select the Editor icon in ………….. .

a- Word's toolbar b- Browser, c- All of the above d- none

4. The Microsoft Edge feature organizes searches in one place and on different devices.

a- Research b- Quoting c- Collections d- favorites

5. Microsoft Edge is …………………..

a- Browser b- Editor c- Excel d- operating system

6. Microsoft ……………………… is a web browser that accompanies Microsoft Windows

a- Edge b- PowerPoint c- Word d- Excel

7. In Microsoft Edge, each group can be exported to other applications such as:

a- Wordpress b- Debris Tracker c- Excel d- paint

8. To open a web page, we use ……………… .

a- PowerPoint b- Paint. c- Browser d- word

9. To start a new collection on Microsoft Edge web browser, you can press ....

A. Start New Collection B. Copy Fill C. Past Fill D. Edit fill

Theme 3: Lesson 7 Questions: How to choose online sources

First: Put a sign (✓) or a sign (x):

1. Specialized search engines are useful, but they may lead you to unreliable and insecure pages. ( )
2. A copyright notice appears at the top of the websites. ( )
3. Clicking on these links can help you decide if the site is reliable. ( )
4. Online sources are only reliable sources. ( )
5. Search engines can lead you to unreliable sources. ( )
6. The Egyptian Knowledge Bank displays content suitable for all ages. ( )
7. The Egyptian Knowledge Bank contains sources that are not subject to copyright. ( )
8. Digital maps provide clear and accurate directions to the required places. ( )
9. EKB website is considered the largest digital library that provides a lot of information. ( )
10. The Knowledge Bank provides the ability to download files to your devices. ( )
11. Museum websites contain dictionaries and encyclopedias. ( )
12. Digital libraries provide searching for various media such as images and videos and downloading it. ( )
13. Google digital maps enable you to locate clear and accurate directions for places. ( )
14. Electronic museums allow users to view the museum on digital devices. ( )

Second: Choose the correct answer from the following:

1- The .... website is an example of reliable online library websites.

a- EKB b- Amazon c- Facebook d- Twitter

2- One of the most famous search engines on the Internet.................

a- Facebook b- Google c- Word d- Facebook

3- To view museums on your digital device, we use ....

a- Electronic museums c- Real museums c- EKB d- Pyramids

4- Specialized search engines represented by ....

a- Gps b- Google c- Google Play d- Facebook

5- The .... website provides sources subject to copyright

a- EBK b- Computer c- Games d- Facebook

6- It can provide clear and accurate directions to the required places

a- Bing b- Google maps c- Youtube d- Facebook

7- If you need to review a street or a map of an area, we use ....

a- Digital maps b- Browsers c- EKB d- Facebook

8- You must consider the intellectual property rights of others when using ……………… files.

a- Images b- Sound c- video d- Both

9- From the examples of specialized search engines………………………

A. Bing. B. Word. C. Excel. D. Paint.

****

Theme 3: Lesson 8 Choosing between synchronous and asynchronous communication

First: Put a sign (✓) or a sign (x):

1- Asynchronous communication is real-time communication between people. ( )
2- Synchronous communication is appropriate when an immediate response is required.( )
3- There is no difference between direct face-to-face communication and communication via text messages. ( )
4- Recorded voice messages are examples of asynchronous communication. ( )
5- Synchronous communication is real-time communication between people to exchange opinions and information using digital tools such as chat rooms. ( )
6- Asynchronous communication occurs between people at the same time. ( )
7- It is preferable to be clear when communicating online. ( )
8- Asynchronous communication is real-time communication between people, such as video chats and live television programs. ( )
9- Synchronous communication is communication that does not occur at the same time and does not require an immediate response. ( )
10- Asynchronous communication requires communication and immediate response between people. ( )
11- Instant chat rooms are asynchronous communication tools. ( )
12- Electronic mail is considered from synchronous communication tools which require an instant response. ( )

Second: Choose the correct answer from the following:

1- There are types of communication, including ……………………………

a- synchronous. b- asynchronous c- both d- none

2- It is real-time communication between people.

a- synchronous. b- asynchronous c- both d- none

3- It is communication that does not occur in real time..

a- synchronous. b- asynchronous c- both d- none

4- Examples of digital tools for synchronous communication.

a- Email b- Voice and text messages c- Video chat d- recoded

5- Examples of digital tools for asynchronous communication.

a- Text messages, b- recorded videos c- Both d- none

6- Make sure to read your message to yourself before sending it. Could the recipient misinterpret it? This must be...

a- Patient b- Cooperative c- Clear d-all of above

7- A video chat can be used to communicate via ....

a- Internet b- Mail c- Bluetooth d-all of above

8- .... is one of the tools of synchronous communication.

a- Video chats b- Email c- Recorded video d-all of above

9- You must be .... any time you communicate

a- Passionate b- Selfish c- Patient d-all of above

10- From synchronous communication tools...................

A. Email. B. Instant chat rooms. C. Recorded video. D. Google search engine.

****

Theme 4: Lesson 1 Questions : EXPLORER IN ACTION

First: put a (true) or (false) mark:

1. Using technology to collect data is important in planning for the future. ( )
2. The amount of energy we consume in homes remains constant throughout the day. ( )
3. The Raspberry Pi cannot be used to record data. ( )
4. Egypt has a system for using water effectively to increase the agricultural area. ( )

Second: Choose the correct answer from the following:

1- Dr. Diego Ponce de Leon created a new program .... used to program air conditioners and refrigerators.

a- Energy saving b- Energy wasting c- Energy saving d- all of above

2- One of the ways to generate energy is to use ……………….

a- Wind energy b- Points c- All of the above d- none

3- Dr. Ponce de Leon used technology to collect data with the aim of ……….

a- Save b- Planning c- Distribution of roles d- none

4- Renewable energy sources have...

a- Oil c- Natural gas c- Wind d- all of above

5- The thermostat or thermostat measures..... in air conditioners and refrigerators.

a- Humidity degree b- Temperature c- Air quantity d- all of above

6- One of the ways to generate energy is to use...

a- Wind energy b- Coal c- Petroleum d- all of above

7- Devices ………… send the information back to the computer.

a- Sensor b- Thermostat c- Raspberry Pi d- all of above

8- Examples of renewable energy include.................................

a- Sun and wind b- Coal c- Petroleum d- all of above

9- The power system in power networks can be improved by collecting their ....

a- Data. b- Software. c-Power transformers. d- all of above

10- Some devices help in the efficiency of energy use, and these devices include .

a- Magnetometer b- Thermostat c- Radar d- all of above

11- The Raspberry Pi PI2B can be programmed..................

a- Lighting on or off b- Reading sensors c- both d- none

12- The world has witnessed great progress in generating electricity through renewable energy, such as …………….

a- Wind energy b- Solar energy c- both d- none

****

Theme 4: Lesson2 Questions : How digital devices work

First: Put the word (true) or the word (false):

1- To Troubleshoot screen freezes in the Android system, press the Alt + Shift + del buttons. ( )

2- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. ( )

3- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. ( )
4- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. ( )
5- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. ( )
6- You cannot install a program on a Windows computer. ( )
7- A common problem when using a computer is that the screen freezes. ( )
8- Updates for most programs are installed automatically. ( )
9- Computers use the binary number system to store data more efficiently. ( )
10- Some of the programs you can download from the Internet include versions of Microsoft Office. ( )
11- The binary number system is based on the values 1 and 2. ( )
12- The ability to download programs is not available on Android devices. ( )
13- It is preferable not to update the programs installed on your device regularly. ( )
14- The Internet enables you to download programs and applications from official application stores. ( )
15- Computers use Decimal systems to store data. ( )
16- Computers use binary systems to store data. ( )
17- When you download a file for a specific program, this file appears to you in the Download folder. ( )
18- Computers do not understood Numbers in binary systems. ( )
19- The software on the computers must be constantly updated to work efficiently. ( )
20- The binary system uses 0,1 to express numbers on computers. ( )

Second: Choose the correct answer from the following:

1- The computer tells you .... to restart it again

a- Picture b- Message c- Video d- all of above

2- Programs must be programmed regularly to help them work efficiently.

a- Install b- Update c- Delete d- all of above

3- The application store uses Google Play Store to download programs on devices running the operating system.

a- Windows b- Mac c- Android d- Linux

4- Computers use the.... system represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary d- ternary

5- It may require some major updates to computers..................

a- Delete updates b- Shut down the computer

c- Restart the computer d- all of above

6- To increase the efficiency of software, it must..................

a- Install it. b- Update it. c- Encrypt it. d- all of above

7- It is used to send, receive, and save information on digital devices.

a- binary b- decimal c- octal d- ternary

8- Computers understand data through binary .... signals.

A. Optical B. Sound C. Electric D. Magnetic

9- Programs must be .... regularly to help them run efficiently.

A. Install B. Update C. Delete D. Paste

10- To solve the problem of a Windows computer's screen not responding, press

A. Shift+Alt+Del B. Esc+Alt+Del C. Ctrl+Alt+Del D. Enter+Del+Esc

11- The binary system uses the two values .... to represent numbers.

A. 0.1 B. 1.5 C. 1.11 D. 0.0

12- Computers use the .... number system to store data.

A. Binary B. Decimal C. Octal D. Quaternary

13- To solve the problem of the screen freezing, click ....

A. F5+Enter B. Del+F1 C. Del+Alt+F7 D. Crtl+Alt+Del

14- Computers understand data through .... electrical signals.

A. Mono 1 B. Binary 0,1 C. Trilogy 3. D. Quad 4.

****

Theme 4: Lesson3 Questions : An introduction to binary numbers

First: Put the word (true) or the word (false):

1- a light switch represents the simplest and most efficient design for computer wiring and circuits. ( )

2- The Computers do not understand information unless it is represented by the numbers 1 and 0. ( )

3- Uses of the binary number system with electronic digital devices is ineffective. ( )

4- Of the forms and names of the binary system, including yes / no. ( )

5- Examples of electronic digital devices that operate in the binary system are the computer only. ( )

6- The decimal number 9 in the binary system is equivalent to 1001. ( )

Second: Choose the correct answer from the following:

1- Computers are simple and completely efficient.

a- Like a car b- like a light switch c- A wristwatch d- all of above

2- Humans use it to communicate using numbers, and it contains numbers from 0 to 9.

a- Decimal system b- Binary system c- Octal system d- all of above

3- In the decimal system, when we go beyond the number 9 in the count, we add one of the ten single digits.

a- to the right b- to the left c- down d- all of above

4- Read the number 101 one hundred and one using the .... system.

a- decimal b- octal c- binary d- all of above

5- While reading the number 101 with one zero one using the .... system.

a- decimal b- octal c- binary d- all of above

6- The binary System is equivalent to 11 in the decimal number system.

a- 2 b- 4 c- 3 d- 6

7- When the number 7 is converted from the decimal system to the binary system, it is written in the form ....

a- 1000 b- 111 c- 101 d- 110

****

Theme 4: Lesson4 Questions: Determining the needs for a digital project

First: Put the word (true) or the word (false):

1- The word processing program does not allow multiple users around the world to edit the same document. ( )

2- It is not necessary to plan your research project. ( )

3- Programs such as Paint are used to create websites. ( )

4- You can attach a document or image via email. ( )

5- The Word App does not allow multiple users around the world to edit the same document. ( )

6- Digital tools can be used to create a research project. ( )

7- You can save the images you create and insert them into a document using Paint. ( )

8- One of the digital tools used to create a digital project is a word processor. ( )

9- Paint program is used when working on various projects. ( )

10- Microsoft Word allows multiple users around the world to edit the same document online. ( )

11- Paint program is used to edit and save images. ( )

12- Microsoft Word is one of the useful programs for the implementation of a project. ( )

13- Before starting a project, it is not necessary for group members to understand their roles in the project. ( )

14- Email helps you send your work to your teacher and group colleagues. ( )

Second: Choose the correct answer from the following:

1- .... used to save the images that you create and then insert in apps.

a- Microsoft Paint b- Zoom c- Email d- Excel

2- Information can be shared and delivered through...

a- Email b- Registered c- Documents d- video call

3- One of the main elements for completing the project is ....

a- Images b- Text c- data d- All of the above

4- .... application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- Word c- Excel d- chrome

5- You can send the work to members of your group using ....

a- PowerPoint b- Email c- Paint d- Excel

6- The final product of the project could be ....

a- presentation b- A poster c- A Film c- All of the above

7- Microsoft's .... program is a useful program for implementing projects.

A- Word B- Zoom C- WhatsApp D- Facebook

8- Important things to consider when preparing a group project ....

A- Limiting the project to one person B- Assigning roles

C- Working without planning D- Working randomly

9- To edit a document on a Word file, you must..............................

A. Paste document. B. Select document.

C. Copy document. D. Delete document

10- ………….. helps you to send your work to your teacher and colleagues within the group.

A. Email. B. YouTube.

C. Paint. D. Word.

****

Theme 4: Lesson 5 Questions :Gathering data and presenting information

First: Put the word (true) or the word (false):

1- The AutoSum command is used to add numbers in Excel. ( )

2- When researching a topic ,first define a research question. ( )

3- Excel graph are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. ( )

4- Excel spreadsheet program is used to prepare graphs. ( )

5- Axis titles cannot be added in Excel. ( )

6- Using Excel, you can add up a group of cells. ( )

7- Graphs and charts are a good way to share data. ( )

8- Using Excel, you can perform a calculation on a group of cells. ( )

Second: Choose the correct answer from the following:

1- To choose the color of the graph or chart, we select the command.................. from the toolbar

a- Format b- Add chart element c- Quick layouts D- Change chart type

2- In Excel, to choose the type of chart, we use ....

a- Quick charts b- Chang chart type c- Format d- Add chart element

3- To create an equation in Excel, you must write the symbol .... at the beginning of the equation.

a- (/) b- (+) c- (-) d- (=)

4- To multiply values inside cells in Excel, we use ... .

A- (+) B- (-) C- (*) D- (?)

5- .... is a command used for addition in Excel.

A- AutoSum B- Home C- Count D- WhatsApp

6- You can use the Excel spreadsheet program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

7- To divide values inside cells in Excel, we use ....

A- (/) B- (-) C- (+) D- (*)

8- You can use the word program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

9- Use .... search engine on search.

A. Google. B. Home. C. Paint. D. Power Point.

****

Theme 4: Lesson 6 questions : Presenting information in an appealing way

First: Put the word (true) or the word (false):

1- You must consider the intellectual property rights of others when using image files, video clips, and audio files. ( )

2- WordArt does not help increase the impact of written text. ( )

3- Digital tools can be used to display information in an attractive way. ( )

4- When you insert an image into your presentation, it must be unrelated to the topic. ( )

5- To highlight key information within a Word file, use bold text. ( )

6- You can use different background colors in your presentation software. ( )

7- Power Point presentation program allows adding effects to slides. ( )

8- The Paint program helps you classify and process information. (   )

9- It is better to add audio content to enhance the text and image on the presentation. (   )

Second: Choose the correct answer from the following:

1- The .... program is used to write documents

a- Excel   b- Paint   c- Word   d- power point

2- Presenting information in an attractive way. We use the .... program.

a- Power Point   b- Paint   c- Games   d- chrome

3- You can explain a lesson in an attractive way using media through a program.

a- Word   b- Paint   c- power point   d-Excel.

4- The .... program is used to prepare a presentation.

a- Power Point   b- Excel   c- Word   d- paint

5- In the presentation program and drawing the attention of the audience, we use ....

a- Charts   b- Bold font   c- Photos   d- video

6- .... program is used to make a film from a selection of still images.

A. Word.   B. Paint.   C. Excel.   D. Movie Maker.

Theme 4: Lesson 7 Questions : Producing an effective presentation

First: Put the word (true) or the word (false):

1- Storyboards allow you to plan your ideas and visualize presentation results in advance.( )
2- You can use regular font to highlight key information. ( )
3- The duration of the slide presentation must exceed one hour. ( )
4- It is preferable that the number of slides within the presentation does not exceed (10) slides. ( )
5- The presentation mustn't provide a huge amount of information. ( )
6- The presentation should not take too long. ( )
7- The storyboard helps you to organize your ideas in the right sequence within your presentation. ( )
8- The presentation should contain a huge amount of information. ( )
9- The font size within the presentation should be appropriate and easy to read. ( )

Second: Choose the correct answer from the following:

1- You can plan your ideas and visualize the results in advance by ....

a- Storyboards b- Video c- Websites D- AUDIO

2- In the 10-20-30 rule of presentation software, do not exceed the number of slides

a- 10 slides. b- 20 slides . c- 30 slides d- None of the above.

3- You can use the Power Point presentation program to prepare ....

a- report b- graphs c- presentation d- video

4- The appropriate font size when preparing a presentation is ....

a- 25 b- 30 c- 15 d- 10

5- The font size of the presentation should be the same

a- Dark b- Difficult c- Appropriate d- small

6- The 30:20:10 rule in presentation software means ....

a- 10 slides maximum b- 20 minutes minimum presentation duration

c- 20 maximum font size d- all of above

7- The duration of the presentation in the PowerPoint presentation program must not exceed one minute.

a-10 b- 20 c- 50 d- 30

8- When inserting images into a presentation, they should be ..... to the topic.

A. Unrelated B. Appropriate C. Inappropriate D. Huge.

9- A diagram showing the sequence of specific content in the form of a chart or outline for your presentation.

A. Storyboard B. Presentation C. Video D. Audio File

10- A storyboard helps you deliver a .... presentation.

A. Organized B. Conceptual C. Sequential D. All of the above

11- . is a chart that shows a specific content sequence in the form of a chart.

A. Storyboard. B. Playlists. C. Playback Tools. D. Menu Bar

****

Theme 4: Lesson 8 Questions : Web design principles

First: Put the word (true) or the word (false):

1- It is important to use visual and audio elements to enhance your presentation. ( )
2- Word can be used to create a web page. ( )
3- The Headings on the web page must be written in a larger font to distinguish it from the rest of the text. ( )
4- Sub-headings are written in a larger font than the headings. ( )
5- You can save the Word file as a web page by selecting web page while saving. ( )
6- HTML is considered a hypertext markup language. ( )
7- Hypertext markup language (HTML) helps you to design a web page. ( )
8- HTML is an abbreviation for Hyper Text Markup Language. ( )

Second: Choose the correct answer from the following:

1- Word app is used to .... documents.

a- Sending b- Coloring. c- Writing. d- Classification.

2- It is used to create a website...................

A- Word Press b- Word c- Both D- NONE

3- The largest font size used on a web page is ....

a- Subheadings b- headings c- Paragraph d- all of above

4- .... is the markup language that will be displayed on the internet browser.

A- Php B- Java C- HTML C- CSS

5- ………………. is the hypertext markup language.

A. Java B. HTML. C. SQL D. Python.

Theme 3: Lesson 1 Questions: Explorer is Action

First : Put (✓) or (×) :-

1- The Go Green initiative in Egypt aims to raise awareness of environmental issues. (T)

2- Emphasizes each citizen's role in protecting the environment and natural resources is not one of the goals of the Go Green initiative. (F)

3- Keiner used technological tools to spread awareness about the dangers of litter. (T)

4- Keiner decided to help spread awareness of the dangers of the Internet. (F)

5- The Egyptian Ministry of Environment issued an initiative entitled "Go Green" in 2019. (T)

6- Keiner launched the #trackingppe hashtag on Twitter. (T)

7- Debris Tracker App can be downloaded on the mobile phone for free. (T)

8- Keiner is a National Geographic explorer. (T)

9- Peg Keiner is a biologist. (F)

Second: Choose the correct answer from the following:

1. The .... initiative in Egypt aims to spread awareness of environmental issues.

A- Go green B- Improve health services C- Social media d- all above

2. It is considered one of the initiatives that the Egyptian Ministry of Environment focused on to raise awareness of the dangers of waste

A- A decent life. B- Go green. C- 100 million health d- all above

3. One of the digital applications used to collect data on personal protective waste.

A- Word B- Excel C- Debris Tracker d- paint

4. The .... application can be used to record data on waste locations and types.

A- Debris Tracker B- Whatsapp C- GPS d- word

5. To create a hashtag, it must begin with the sign ....

A- # B- @ C- $ d- %

6. Keiner works as .... and is also an ambassador for the Global Goals to the United Nations.

A- Director of innovations at a school B- Explorer at National Geographic

C- All of the above D- None

7. Among the initiatives that the Egyptian Ministry of Environment focused on to raise awareness of the dangers of waste is ....

A- Go green B- Improve health services C- Social media d- all above

8. The waste tracker application allows you to record waste locations via...

A- GPS B- IR C- Bluetooth d- all above

9. Personal protective equipment (PPE) such as.

a- facemasks b- disposable gloves. c-a & b d- none

10. Ms.Keiner used the hashtag .... on twitter and instagram to encourage followers to collect PPE.

a- #Go green b- #trackingppe c-#Gppe d- all above

11. The "go Green" initiative aims to spread awareness of issues ....

a- Educational b- environmental c- all of the above d- none

12. Location data can be recorded via the .... system.

a- Android b- Windows C- Mac OS d- GPS

****

Theme 3 : Lesson 2 Questions: Digital citizenship and social responsibility

First: Put a sign (✓) or a sign (x):

1. One of your responsibilities as a digital citizen is to respect the privacy of others. (T)
2. You should visit sites that publish fake information. (F)
3. Your opinions should be positive when communicating with people online. (T)
4. When communicating online, you must express your opinions in a positive way. (T)
5. Respecting the privacy of others is one of the most important rights you enjoy as a digital citizen. (F)
6. One of the individual's rights as a digital citizen is lack of privacy. (F)
7. You can express your opinion online, considering your rights and responsibilities. (T)
8. You cannot express your opinions freely online. (F)
9. It is your social responsibility when using the Internet to help others. (T)
10. Websites that publish false or harmful information must be monitored. (F)
11. You must make sure not to spread false information. (T)
12. Protection from piracy on the internet is from Digital citizenship rights. (T)
13. The Internet is used to improve health care provided to citizens. (T)

14. Respecting others' privacy is from the digital citizenship responsibilities. (T)

15. The Internet contributes to social activities that help in some social issues. (T)

16. Exhibit positive behavior in interactions with others on the internet is considered from the digital citizenship responsibilities. (T)

17. It is important to make sure of the source of information you get about different topics. (T)

Second: Choose the correct answer from the following:

1- It is a use of technology in a safe way.

a- Digital Citizenship   b- Digital Footprint   c- Piracy   d- all of above

2- Among the rights that you must enjoy as a digital citizen ....

a- Privacy   b- Respecting the privacy of others   c- Both   d- None

3- The individual's responsibilities as a digital citizen are ....

a- Respecting the privacy of others   b- Privacy

c- Protection from piracy   d- all of above

4- Digital citizenship provides you with rights such as ....

a- Privacy   b- Protection from piracy

d- ability to use the internet   c- All of above

5- As a digital citizen, respect the privacy of others.................

a- Your rights   b- Your responsibilities   c- Both   d- none

6- One of your most important responsibilities as a digital citizen is .... in dealing with others online.

a- Showing positive behavior   b- Protection from piracy   c- Both   d- none

7- You can use the internet via .... to help others and contribute in social activities

a- YouTube   b- social media.   c-EKB   d- all of above

1. using the internet by companies to help others, and addressing environmental causes is knowing as ....

A. Challenges.e   B. showdowns.

C. corporate social responsibility (CSR).   D. Individual responsibility.

2. Protection from piracy on the internet is considered from ....

A. Rights. B. Ideas. C. Interactions. D. Properties.

****

Theme 3: lesson 3 Questions: Online communication

First: Put (✓) or (x):

1. It is preferable to state the reason for sending a letter to your teacher at the beginning of the letter. (T)
2. You should avoid using nicknames and making jokes when **communicating** with your teacher. (T)
3. It is not necessary to introduce yourself if you have not met the person you are writing to before. (F)
4. One of the forms of positive communication online is the use of kind and encouraging phrases. (T)
5. It is easy to misunderstand online communication negatively. (T)
6. You should use positive words while communicating online. (T)
7. It is difficult for misunderstandings to occur when communicating over the Internet. (F)
8. You can use the jokes method in your communication with your teachers. (F)
9. Using emojis in messages shows tone and emotion. (T)

Second: Choose the correct answer from the following:

1. Examples of positive communication via the Internet.........................

a- Use positive words b- Avoid misunderstanding c- A and B d- none

2. Negative words that should be avoided while communicating online are ....

A- I can b- Unfortunately c- I do. D- all of above

3. When communicating over the Internet, it is best to avoid using phrases such as ....

a- Thank you. b- I can't. c. Unfortunately d- all of above

4. You can communicate via the Internet with others in a .... manner.

a- Writing b- Speaking c- Writing and speaking d- all of above

5. It is difficult to convey feelings and emotions through .... sometimes.

a- Video calls b- Text messages c- Live interviews d- all of above

6. When communicating with the teacher or a responsible person, make sure to ....

a- Be polite b- Use humor c- Both d- none

7. When talking to your teacher, use ....

a- Titles b- nicknames c- jokes style d- all of above

8. When communicating with a teacher or responsible person, you must...

a- Be polite b- Use nicknames c- All of the above d- none

9. It is easy to misunderstand online communication, so always try to determine what the person meant by ....

a- Assume the best b- Assume the worst c- Both d- none

10. In formal situations, you can use a maximum of .... emojis:

A- Three emojis B- Four emojis C- Two emojis D- Ten emojis

****

Theme 3: Lesson4 Questions : Information websites

First: Put a sign (✓) or a sign (x): Information websites

1. The websites of the Library of Alexandria and the Egyptian Knowledge Bank contain safe and reliable information. (T)
2. The Egyptian Knowledge Bank website is considered one of the trusted websites. (T)
3. Menus cause wasting time when searching for information within the site. (F)
4. Digital tools cannot be used to display information in an attractive way. (F)
5. The Egyptian Knowledge Bank displays content suitable for all ages. (T)
6. Online digital libraries are not useful for searching for different media such as images. (F)
7. Knowledge Bank sources are not accurate sources. (F)
8. You cannot download files to your device through the Egyptian Knowledge Bank website. (F)
9. The website of Alexandria Digital Library is considered from the reliable online websites. (T)
10. The Egyptian Knowledge Bank provides many free various educational materials. (T)
11. The Egyptian Knowledge Bank is considered from the reliable online websites. (T)
12. The Egyptian Knowledge Bank website provides the ability to download files to your device. (T)

13.The website of Alexandria Digital Library and Egyptian Knowledge Bank are considered from the reliable online websites. (T)

14.The Egyptian Knowledge Bank provides free use of content for Egyptians and foreigners. (F)

Second: Choose the correct answer from the following:

1. Electronic libraries contain .... and encyclopedias

a- Dictionaries b- books c- encyclopedias d- All of above

2. Digital library websites such as (the Library of Alexandria and the Egyptian Knowledge Bank include information........

a- Safe and reliable b- Unsafe c- Unreliable d- All of above

3. You can click on .... to access other web pages on the website.

a- Forms b- Icons c- Search engines d- All of above

4. The .... website is considered one of the reliable online library websites.

a- Alexandria Digital Library B- EKB C- both d-none

5. Searching websites is a great source of information that is not protected by copyright, and therefore it is...

a- All sources published on it have been verified.

b- They may not be accurate.

c- All sites are safe

d- All sites are reliable

6. Among the useful features of websites:

a- It has search engines b- It includes clear titles

c- It includes icons d- All of the above

7. It helps you find information and avoid scrolling and wasting time searching for general information

a- Search engine b- Menus c- Icons d- All of above

8. You can click on .... to access other web pages and sections.

a- Search engine b- Menus c- Icons d- All of above

9. ……………. programs is used to create websites

A. Excel. B. Word. C. WordPress. D. Paint.

10. ………………………….. is considered from reliable online websites

A. Facebook. B. Forums. C. EKB. D. YouTube

****

Theme 3: Lesson 5 Questions : Commercial and non-commercial internet services

First: Put a sign (✓) or a sign (x):

1. Fake and misleading **reviews** do not affect the company's products. (F)
2. Commercial websites aim to provide information or awareness about a specific issue. (F)
3. Non-commercial sites are intended to sell products or provide services. (F)
4. **Reviews** on commercial websites may be misleading. (T)
5. The purpose of commercial websites is to sell products or provide services. (T)
6. Amazon is an example of a commercial website. (T)
7. The Egyptian Knowledge Bank is considered a non-commercial website. (T)

Second: Choose the correct answer from the following:

1. Providing information or raising awareness about an issue.

a- Commercial sites b- Non-commercial sites. c- Amazon d- All of the above

2. Its purpose is to sell products or provide services.

a- Commercial sites b- Non-commercial sites. c- EKB d- All of the above

3. The …………… website is an example of a commercial website.

a- Amazon b- EKB c- ADL d- All of the above

4. The Ministry of Education website is an example of websites

a - Commercial b - Non-Commercial c – Unreliable d- All of the above

5. The purpose of the non-commercial website is...

a - Providing information b - Providing services c - Selling products d- All of the above

6. The purpose of commercial sites ……………………….. .

a- Providing information b- Selling products c- Raising awareness d- All of the above

7. Websites ....are intended to provide information, such as the Egyptian Knowledge Bank.

a- Non-commercial b- Commercial c- benefit d- All of the above

8. .... is considered from the non-commercial websites.

A. Facebook. B. Amazon. C. EKB. D. YouTube.

****

Theme 3: Lesson 6 Questions : Using ICT for content creation

First: Put a sign (✓) or a sign (x):

1. Microsoft Edge is a browser that can help you browse, search, stream. (T)
2. The Collections feature in Microsoft Edge organizes research in one place and on multiple devices. (T)
3. Using the Edge program, you can export each collection to other apps such as Excel and Word. (T)
4. The editor will highlight problems such as capitalization errors. (T)
5. Grammatical and spelling errors cannot be reviewed in the word processor program (Word). (F)
6. Microsoft Editor is used to check grammar and spelling. (T)
7. Microsoft Edge enables you to create databases. (F)
8. Microsoft Edge enables you to add images, text, and links. (T)
9. Microsoft Edge is the web browser that comes with Microsoft Windows. (T)

Second: Choose the correct answer from the following:

1. Within each .... you can add entire web pages

a- Tab b- collection c- List d- page

2. Use .... to check for spelling and grammar..

a- Edge Browser b- Microsoft Editor c- Video Processor d- all of above

3. Select the Editor icon in ....

a- Word's toolbar b- Browser, c- All of the above d- none

4. The Microsoft Edge feature organizes searches in one place and on different devices.

a- Research b- Quoting c- Collections d- favorites

5. Microsoft Edge is ....

a- Browser b- Editor c- Excel d- operating system

6. Microsoft .... is a web browser that accompanies Microsoft Windows

a- Edge b- PowerPoint c- Word d- Excel

7. In Microsoft Edge, each group can be exported to other applications such as:

a- Wordpress b- Debris Tracker c- Excel d- paint

8. To open a web page, we use ....

a- PowerPoint b- Paint. c- Browser d- word

9. To start a new collection on Microsoft Edge web browser, you can press ....

A. Start New Collection B. Copy Fill C. Past Fill D. Edit fill

****

Theme 3: Lesson 7 Questions: How to choose online sources

First: Put a sign (✓) or a sign (x):

1. Specialized search engines are useful, but they may lead you to unreliable and insecure pages. (F)
2. A copyright notice appears at the top of the websites. (F)
3. Clicking on these links can help you decide if the site is reliable. (T)
4. Online sources are only reliable sources. (F)
5. Search engines can lead you to unreliable sources. (T)
6. The Egyptian Knowledge Bank displays content suitable for all ages. (T)
7. The Egyptian Knowledge Bank contains sources that are not subject to copyright. (F)
8. Digital maps provide clear and accurate directions to the required places. (T)
9. EKB website is considered the largest digital library that provides a lot of information. (T)
10. The Knowledge Bank provides the ability to download files to your devices. (T)
11. Museum websites contain dictionaries and encyclopedias. (F)
12. Digital libraries provide searching for various media such as images and videos and downloading it. (T)
13. Google digital maps enable you to locate clear and accurate directions for places. (T)
14. Electronic museums allow users to view the museum on digital devices. (T)

Second: Choose the correct answer from the following:

1- The .... website is an example of reliable online library websites.

a- EKB b- Amazon c- Facebook d- Twitter

2- One of the most famous search engines on the Internet.................

a- Facebook b- Google c- Word d- Facebook

3- To view museums on your digital device, we use ....

a- Electronic museums c- Real museums c- EKB d- Pyramids

4- Specialized search engines represented by ....

a- Gps b- Google c- Google Play d- Facebook

5- The .... website provides sources subject to copyright

a- EBK b- Computer c- Games d- Facebook

6- It can provide clear and accurate directions to the required places

a- Bing b- Google maps c- Youtube d- Facebook

7- If you need to review a street or a map of an area, we use ....

a- Digital maps b- Browsers c- EKB d- Facebook

8- You must consider the intellectual property rights of others when using .... files.

a- Images b- Sound c- video d- Both

9- From the examples of specialized search engines..........................

A. Bing. B. Word. C. Excel. D. Paint.

****

Theme 3: Lesson 8 Choosing between synchronous and asynchronous communication

First: Put a sign (✓) or a sign (x):

1- Asynchronous communication is real-time communication between people. (F)
2- Synchronous communication is appropriate when an immediate response is required.(T)
3- There is no difference between direct face-to-face communication and communication via text messages. (F)
4- Recorded voice messages are examples of asynchronous communication. (T)
5- Synchronous communication is real-time communication between people to exchange opinions and information using digital tools such as chat rooms. (T)
6- Asynchronous communication occurs between people at the same time. (F)
7- It is preferable to be clear when communicating online. (T)
8- Asynchronous communication is real-time communication between people, such as video chats and live television programs. (F)
9- Synchronous communication is communication that does not occur at the same time and does not require an immediate response. (F)
10- Asynchronous communication requires communication and immediate response between people. (F)
11- Instant chat rooms are asynchronous communication tools. (F)
12- Electronic mail is considered from synchronous communication tools which require an instant response. (F)

Second: Choose the correct answer from the following:

1- There are types of communication, including ....

a- synchronous. b- asynchronous c- both d- none

2- It is real-time communication between people.

a- synchronous. b- asynchronous c- both d- none

3- It is communication that does not occur in real time..

a- synchronous. b- asynchronous c- both d- none

4- Examples of digital tools for synchronous communication.

a- Email b- Voice and text messages c- Video chat d- recoded

5- Examples of digital tools for asynchronous communication.

a- Text messages, b- recorded videos c- Both d- none

6- Make sure to read your message to yourself before sending it. Could the recipient misinterpret it? This must be...

a- Patient b- Cooperative c- Clear d-all of above

7- A video chat can be used to communicate via ....

a- Internet b- Mail c- Bluetooth d-all of above

8- .... is one of the tools of synchronous communication.

a- Video chats b- Email c- Recorded video d-all of above

9- You must be .... any time you communicate

a- Passionate b- Selfish c- Patient d-all of above

10- From synchronous communication tools...................

A. Email. B. Instant chat rooms. C. Recorded video. D. Google search engine.

****

Theme 4: Lesson 1 Questions : EXPLORER IN ACTION

First: put a (true) or (false) mark:

1. Using technology to collect data is important in planning for the future. (T)
2. The amount of energy we consume in homes remains constant throughout the day. (F)
3. The Raspberry Pi cannot be used to record data. (F)
4. Egypt has a system for using water effectively to increase the agricultural area. (T)

Second: Choose the correct answer from the following:

1- Dr. Diego Ponce de Leon created a new program …………….. used to program air conditioners and refrigerators.

a- Energy saving b- Energy wasting c- Energy saving d- all of above

2- One of the ways to generate energy is to use ………………..

a- Wind energy b- Points c- All of the above d- none

3- Dr. Ponce de Leon used technology to collect data with the aim of ……….

a- Save b- Planning c- Distribution of roles d- none

4- Renewable energy sources have...

a- Oil c- Natural gas c- Wind d- all of above

5- The thermostat or thermostat measures..... in air conditioners and refrigerators.

a- Humidity degree b- Temperature c- Air quantity d- all of above

6- One of the ways to generate energy is to use...

a- Wind energy b- Coal c- Petroleum d- all of above

7- Devices …………. send the information back to the computer.

a- Sensor b- Thermostat c- Raspberry Pi d- all of above

8- Examples of renewable energy include.................................

a- Sun and wind b- Coal c- Petroleum d- all of above

9- The power system in power networks can be improved by collecting their ....

a- Data. b- Software. c-Power transformers. d- all of above

10- Some devices help in the efficiency of energy use, and these devices include .

a- Magnetometer b- Thermostat c- Radar d- all of above

11- The Raspberry Pi PI2B can be programmed..................

a- Lighting on or off b- Reading sensors c- both d- none

12- The world has witnessed great progress in generating electricity through renewable energy, such as …………….

a- Wind energy b- Solar energy c- both d- none

****



Theme 4: Lesson2 Questions : How digital devices work

First: Put the word (true) or the word (false):

1- To Troubleshoot screen freezes in the Android system, press the Alt + Shift + del buttons. (F)

2- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. (T)

3- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. (F)

4- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. (T)

5- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. (T)

6- You cannot install a program on a Windows computer. (F)

7- A common problem when using a computer is that the screen freezes. (T)

8- Updates for most programs are installed automatically. (T)

9- Computers use the binary number system to store data more efficiently. (T)

10- Some of the programs you can download from the Internet include versions of Microsoft Office. (T)

11- The binary number system is based on the values 1 and 2. (F)

12- The ability to download programs is not available on Android devices. (F)

13- It is preferable not to update the programs installed on your device regularly. (F)

14- The Internet enables you to download programs and applications from official application stores. (T)

15- Computers use Decimal systems to store data. (F)

16- Computers use binary systems to store data. (T)

17- When you download a file for a specific program, this file appears to you in the Download folder. (T)

18- Computers do not understood Numbers in binary systems. (F)

19- The software on the computers must be constantly updated to work efficiently. (T)

20- The binary system uses 0,1 to express numbers on computers. (T)

Second: Choose the correct answer from the following:

1- The computer tells you .... to restart it again

a- Picture b- Message c- Video d- all of above

2- Programs must be programmed regularly to help them work efficiently.

a- Install b- Update c- Delete d- all of above

3- The application store uses Google Play Store to download programs on devices running the operating system.

a- Windows b- Mac c- Android d- Linux

4- Computers use the.... system represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary d- ternary

5- It may require some major updates to computers..................

a- Delete updates b- Shut down the computer

c- Restart the computer d- all of above

6- To increase the efficiency of software, it must..................

a- Install it. b- Update it. c- Encrypt it. d- all of above

7- It is used to send, receive, and save information on digital devices.

a- binary b- decimal c- octal d- ternary

8- Computers understand data through binary .... signals.

A. Optical B. Sound C. Electric D. Magnetic

9- Programs must be .... regularly to help them run efficiently.

A. Install B. Update C. Delete D. Paste

10- To solve the problem of a Windows computer's screen not responding, press

A. Shift+Alt+Del B. Esc+Alt+Del C. Ctrl+Alt+Del D. Enter+Del+Esc

11- The binary system uses the two values .... to represent numbers.

A. 0.1 B. 1.5 C. 1.11 D. 0.0

12- Computers use the .... number system to store data.

A. Binary B. Decimal C. Octal D. Quaternary

13- To solve the problem of the screen freezing, click ....

A. F5+Enter B. Del+F1 C. Del+Alt+F7 D. Crtl+Alt+Del

14- Computers understand data through .... electrical signals.

A. Mono 1 B. Binary 0,1 C. Trilogy 3. D. Quad 4.

****

Theme 4: Lesson3 Questions : An introduction to binary numbers

First: Put the word (true) or the word (false):

1- a light switch represents the simplest and most efficient design for computer wiring and circuits. (T)

2- The Computers do not understand information unless it is represented by the numbers 1 and 0. (F)

3- Uses of the binary number system with electronic digital devices is ineffective. (F)

4- Of the forms and names of the binary system, including yes / no. (T)

5- Examples of electronic digital devices that operate in the binary system are the computer only. (F)

6- The decimal number 9 in the binary system is equivalent to 1001. (T)

Second: Choose the correct answer from the following:

1- Computers are simple and completely efficient.

a- Like a car b- like a light switch c- A wristwatch d- all of above

2- Humans use it to communicate using numbers, and it contains numbers from 0 to 9.

a- Decimal system b- Binary system c- Octal system d- all of above

3- In the decimal system, when we go beyond the number 9 in the count, we add one of the ten single digits.

a- to the right b- to the left c- down d- all of above

4- Read the number 101 one hundred and one using the .... system.

a- decimal b- octal c- binary d- all of above

5- While reading the number 101 with one zero one using the .... system.

a- decimal b- octal c- binary d- all of above

6- The binary System is equivalent to 11 in the decimal number system.

a- 2 b- 4 c- 3 d- 6

7- When the number 7 is converted from the decimal system to the binary system, it is written in the form ....

a- 1000 b- 111 c- 101 d- 110

****

Theme 4: Lesson4 Questions: Determining the needs for a digital project

First: Put the word (true) or the word (false):

1- The word processing program does not allow multiple users around the world to edit the same document. (F)

2- It is not necessary to plan your research project. (F)

3- Programs such as Paint are used to create websites. (F)

4- You can attach a document or image via email. (T)

5- The Word App does not allow multiple users around the world to edit the same document. (F)

6- Digital tools can be used to create a research project. (T)

7- You can save the images you create and insert them into a document using Paint. (T)

8- One of the digital tools used to create a digital project is a word processor. (T)

9- Paint program is used when working on various projects. (T)

10- Microsoft Word allows multiple users around the world to edit the same document online. (T)

11- Paint program is used to edit and save images. (T)

12- Microsoft Word is one of the useful programs for the implementation of a project. (T)

13- Before starting a project, it is not necessary for group members to understand their roles in the project. (F)

14- Email helps you send your work to your teacher and group colleagues. (T)

Second: Choose the correct answer from the following:

1- .... used to save the images that you create and then insert in apps.

a- Microsoft Paint b- Zoom c- Email d- Excel

2- Information can be shared and delivered through...

a- Email b- Registered c- Documents d- video call

3- One of the main elements for completing the project is ....

a- Images b- Text c- data d- All of the above

4- .... application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- Word c- Excel d- chrome

5- You can send the work to members of your group using ....

a- PowerPoint b- Email c- Paint d- Excel

6- The final product of the project could be ....

a- presentation b- A poster c- A Film c- All of the above

7- Microsoft's .... program is a useful program for implementing projects.

A- Word B- Zoom C- WhatsApp D- Facebook

8- Important things to consider when preparing a group project ....

A- Limiting the project to one person B- Assigning roles

C- Working without planning D- Working randomly

9- To edit a document on a Word file, you must...............................

A. Paste document. B. Select document.

C. Copy document. D. Delete document

10- .... helps you to send your work to your teacher and colleagues within the group.

A. Email. B. YouTube.

C. Paint. D. Word.

****

Theme 4: Lesson 5 Questions :Gathering data and presenting information

First: Put the word (true) or the word (false):

1- The AutoSum command is used to add numbers in Excel. (T)

2- When researching a topic ,first define a research question. (T)

3- Excel graph are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. (T)

4- Excel spreadsheet program is used to prepare graphs. (T)

5- Axis titles cannot be added in Excel. (F)

6- Using Excel, you can add up a group of cells. (T)

7- Graphs and charts are a good way to share data. (T)

8- Using Excel, you can perform a calculation on a group of cells. (T)

Second: Choose the correct answer from the following:

1- To choose the color of the graph or chart, we select the command.................. from the toolbar

a- Format b- Add chart element c- Quick layouts D- Change chart type

2- In Excel, to choose the type of chart, we use ....

a- Quick charts b- Chang chart type c- Format d- Add chart element

3- To create an equation in Excel, you must write the symbol .... at the beginning of the equation.

a- (/) b- (+) c- (-) d- (=)

4- To multiply values inside cells in Excel, we use ... .

A- (+) B- (-) C- (*) D- (?)

5- .... is a command used for addition in Excel.

A- AutoSum B- Home C- Count D- WhatsApp

6- You can use the Excel spreadsheet program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

7- To divide values inside cells in Excel, we use ....

A- (/) B- (-) C- (+) D- (*)

8- You can use the word program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

9- Use .... search engine on search.

A. Google. B. Home. C. Paint. D. Power Point.

****

Theme 4: Lesson 6 questions : Presenting information in an appealing way

First: Put the word (true) or the word (false):

1- You must consider the intellectual property rights of others when using image files, video clips, and audio files. (T)

2- WordArt does not help increase the impact of written text. (F)

3- Digital tools can be used to display information in an attractive way. (T)

4- When you insert an image into your presentation, it must be unrelated to the topic. (F)

5- To highlight key information within a Word file, use bold text. (T)

6- You can use different background colors in your presentation software. (T)

7- Power Point presentation program allows adding effects to slides. (T)

8- The Paint program helps you classify and process information. (F)

9- It is better to add audio content to enhance the text and image on the presentation. (T)

Second: Choose the correct answer from the following:

1- The .... program is used to write documents

a- Excel b- Paint c- Word d- power point

2- Presenting information in an attractive way. We use the .... program.

a- Power Point b- Paint c- Games d- chrome

3- You can explain a lesson in an attractive way using media through a program.

a- Word b- Paint c- power point d-Excel.

4- The .... program is used to prepare a presentation.

a- Power Point b- Excel c- Word d- paint

5- In the presentation program and drawing the attention of the audience, we use ....

a- Charts b- Bold font c- Photos d- video

6- …………… program is used to make a film from a selection of still images.

A. Word. B. Paint. C. Excel. D. Movie Maker.

Theme 4: Lesson 7 Questions : Producing an effective presentation

First: Put the word (true) or the word (false):

1- Storyboards allow you to plan your ideas and visualize presentation results in advance.(T)
2- You can use regular font to highlight key information. (F)
3- The duration of the slide presentation must exceed one hour. (F)
4- It is preferable that the number of slides within the presentation does not exceed (10) slides. (T)
5- The presentation mustn't provide a huge amount of information. (T)
6- The presentation should not take too long. (T)
7- The storyboard helps you to organize your ideas in the right sequence within your presentation. (T)
8- The presentation should contain a huge amount of information. (F)
9- The font size within the presentation should be appropriate and easy to read. (T)

Second: Choose the correct answer from the following:

1- You can plan your ideas and visualize the results in advance by ....

a- Storyboards b- Video c- Websites D- AUDIO

2- In the 10-20-30 rule of presentation software, do not exceed the number of slides

a- 10 slides. b- 20 slides . c- 30 slides d- None of the above.

3- You can use the Power Point presentation program to prepare ....

a- report b- graphs c- presentation d- video

4- The appropriate font size when preparing a presentation is ....

a- 25 b- 30 c- 15 d- 10

5- The font size of the presentation should be the same

a- Dark b- Difficult c- Appropriate d- small

6- The 30:20:10 rule in presentation software means ....

a- 10 slides maximum b- 20 minutes minimum presentation duration

c- 20 maximum font size d- all of above

7- The duration of the presentation in the PowerPoint presentation program must not exceed one minute.

a-10 b- 20 c- 50 d- 30

8- When inserting images into a presentation, they should be ..... to the topic.

A. Unrelated B. Appropriate C. Inappropriate D. Huge.

9- A diagram showing the sequence of specific content in the form of a chart or outline for your presentation.

A. Storyboard B. Presentation C. Video D. Audio File

10- A storyboard helps you deliver a .... presentation.

A. Organized B. Conceptual C. Sequential D. All of the above

11- . is a chart that shows a specific content sequence in the form of a chart.

A. Storyboard. B. Playlists. C. Playback Tools. D. Menu Bar

****

Theme 4: Lesson 8 Questions : Web design principles

First: Put the word (true) or the word (false):

1- It is important to use visual and audio elements to enhance your presentation. (T)
2- Word can be used to create a web page. (T)
3- The Headings on the web page must be written in a larger font to distinguish it from the rest of the text. (T)
4- Sub-headings are written in a larger font than the headings. (F)
5- You can save the Word file as a web page by selecting web page while saving. (T)
6- HTML is considered a hypertext markup language. (T)
7- Hypertext markup language (HTML) helps you to design a web page. (T)
8- HTML is an abbreviation for Hyper Text Markup Language. (T)

Second: Choose the correct answer from the following:

1- Word app is used to .... documents.

a- Sending b- Coloring. c- Writing. d- Classification.

2- It is used to create a website...................

A- Word Press b- Word c- Both D- NONE

3- The largest font size used on a web page is ....

a- Subheadings b- headings c- Paragraph d- all of above

4- .... is the markup language that will be displayed on the internet browser.

A- Php B- Java C- HTML C- CSS

5- ……………………. is the hypertext markup language.

A. Java B. HTML. C. SQL D. Python.



كيفية طباعة صفحات معينة من ملف معين



مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9

File Edit View E-Sign Window Help

- Open... Ctrl+O
- Reopen PDFs from last session
- Create
- Insert Pages
- Save Ctrl+S
- Save As... Shift+Ctrl+S
- Save as Other
- Reduce File Size
- Export To
- Protect Using Password
- Request Signatures
- Share File
- Revert
- Close File Ctrl+W
- Properties... Ctrl+D
- Print... Ctrl+P
- 1 0003.pdf
- 2 E:\Image\pdf\0001.pdf
- 3 0001.pdf
- 4 Adobe Scan 2 Sep 2021.pdf
- 5 E:\Image\New folder\2.pdf
- View All Recent Files...
- Exit Application Ctrl+Q

خطوة 1

خطوة 2
اختيار اسم الطابعة بتاعتك

خطوة 3
كتابة الصفحات المراد طباعتها
نكتب رقم 4 ثم نكتب الشرطة دي – ثم نكتب 9

Print — Printer: HP LaserJet M207-M212 — Pages to Print: Pages 4 - 9

خطوة 4
اختيار نوع الورق

Page Setup...

خطوة 5
اختيار A4

Page Setup — Paper Size: A4 — Source: Automatically Select

خطوة 6

Print